

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Secretary II	Wage/Hour Status:	Non-Exempt
Reports To:	Department Director / Assistant Director / Coordinator	Pay Range:	750
Dept./School:	Assigned Department	Date Revised:	12/17/19

Primary Purpose:

Provide clerical support services to the department head and other staff members.

Qualifications:

Education/Certification:

High school diploma or equivalent (required)

Special Knowledge/Skills:

Proficiency with computer and software including word processing, spreadsheets and databases

Effective communication, interpersonal and organizational skills

Basic math skills

Experience:

Two years of clerical experience (in a public education environment, preferred)

Major Responsibilities and Duties:

Prepare correspondence, forms, reports, etc. for the department head and other department staff members

Assist in compiling information for preparing various reports for the department

Receive incoming calls, take reliable messages and route to appropriate staff

Receive, sort and distribute mail and other documents to other department staff members

Maintain departmental files

Maintain confidentiality of information

Perform routine bookkeeping/financial tasks, including simple arithmetic operations, for the department (may include preparing payroll information and data for processing)

Keep informed of and comply with all state and district policies and regulations concerning primary job functions

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Job Title: Secretary II

Perform other functions that may be assigned by the administration and/or supervisor

Equipment Used:

Uses computer, printer, copier, calculator and fax

Working Conditions:

Mental Demands:

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); ability to operate computer; maintain emotional control under stress

Physical Demands/Environmental Factors:

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 12-17-19 _____

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____