

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>Job Title:</b>	Secretary III	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Administrative Department Designated	<b>Pay Range:</b>	760
<b>Dept./School:</b>	Administrative Department Designated	<b>Date Revised:</b>	8/18/2021

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**Primary Purpose:**

Provide secretarial support services to the department head and other staff members. Facilitate the efficient operation of the departmental administrative services.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent

**Special Knowledge/Skills:**

Excellent organizational skills

Excellent computer skills in keyboarding, word processing, spreadsheets and file maintenance

Excellent interpersonal and communication skills, both written and verbal

Ability to work on several tasks at the same time

Basic math skills

Based on department needs, may be required to maintain a valid Texas drivers' license

**Experience:**

Three years of clerical experience, preferably in a public education environment

**Major Responsibilities and Duties:**

Communicate clearly and interact with all people in a courteous, respectful and positive manner

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

Assist in compiling information for preparing various reports for the department

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

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

Assist in acquiring department supplies

**Job Title:** Secretary III

Maintain departmental files

Maintain confidentiality of information

Perform routine bookkeeping tasks, including simple math operations, for the department

Keep informed 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

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 math; 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

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**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:** 8/18/2021

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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:** \_\_\_\_\_