

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Secretary IV	Wage/Hour Status:	Non-Exempt
Reports To:	Federal Programs Coordinator	Pay Range:	770
Dept./School:	Academic Services	Date Revised:	5/12/2022

Primary Purpose:

Provide secretarial support services to the Federal Programs Coordinator, department head and other staff members. Facilitate the efficient operation of federal programs and departmental administrative services.

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Exemplary organizational skills

Exemplary computer skills in typing, word processing, spreadsheets and file maintenance

Exemplary interpersonal and communication skills, both written and oral

Ability to work on several tasks at the same time

Ability to meet schedules and deadlines

Basic math skills

Experience:

Four years of secretarial 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 all to appropriate staff

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

Assist in acquiring department supplies

Job Title: Secretary IV

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

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:** 5/12/2022

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:** _____