



Job Title: Secretary

Wage/Hour Status: Non-Exempt

Reports to: Assistant Superintendent

Pay Grade: PG7

Dept./School: Physical Plant Services

Date Revised: 12/2025

Primary Purpose:

Ensure the efficient operation of the department and serve as Secretary to Assistant Superintendent of Operations by providing effective and efficient secretarial and clerical services.

Qualifications:

Education/Certification

- High school diploma or GED equivalent (recognized by the Texas Education Agency or regional accrediting agency) **and**
- Sixty (60) hours of college credit from an accredited institution **or** Three (3) years secretarial experience
- Applicants must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant, before continuing within the process towards possible employment

Special Knowledge/Skills:

- Proficient skills in keyboarding, data entry, word processing, and file maintenance
- Ability to use software to develop spreadsheets and databases and do word processing
- Ability to prioritize workflow to address the multiple needs of the supervisor or the department
- Ability to multi-task numerous complex administrative activities
- Effective communication and interpersonal skills

Experience:

- Prior experience in executive office of public school district or another entity

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc., for the Assistant Superintendent.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Greet visitors and respond to routine inquiries from staff and the public.
4. Refer appropriate inquiries or situations to the Assistant Superintendent.

5. Answer incoming calls and handle questions from the public, outside agencies, staff, etc.
6. Maintain a calendar and schedule of appointments for the Assistant Superintendent.
7. Monitor and process personnel time records including leave requests and reports, compile information and submit to central office.
8. Maintain physical and computerized files.

Budget

1. Monitor budget for the Assistant Superintendent's Office.
2. Prepare and process budget requisitions.
3. Prepare regular budget reports for Assistant Superintendent.

Other

1. Make travel arrangements for the department as needed, including making hotel reservations and completing conference registration forms.
2. Schedule meetings and prepare meeting locations.
3. Review and distribute mail.
4. Maintain confidentiality of information.
5. Attendance at work is an essential job function.
6. Perform all other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment.

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping.

Motion: Moderate walking.

Lifting: Regular light lifting and carrying (less than 15 pounds).

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved By	Date
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Reviewed by	Date
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