



Job Title: Secretary

Wage/Hour Status: Non-Exempt

Reports to: Director/Sr. Director

Pay Grade: PG5

Dept./School: CCMR/Multilingual

Date Revised: 09/2025

Primary Purpose:

Ensure the efficient operation of CCMR/CTE/MIL office and to serve as Chief Secretary to the Chief of CCMR & Information Systems by providing effective and efficient clerical services.

Qualifications:

Education/Certification:

- High school diploma or GED equivalent and
- Sixty (60) hours of college credit **or** Two (2) years or more of advanced secretarial experience with extensive contact with the general public
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the candidate.

Special Knowledge/Skills:

- Proficient keyboarding, word processing, and file maintenance skills
- Knowledge of school district organization, operations, and administrative policies
- Excellent organization, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing TxEIS or district student and financial management system knowledge and experience
- Handle confidential information and frequent contact with all levels of district personnel, outside agencies, and the general public

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 Chief of CCMR.
2. Compile pertinent data as needed when preparing various state and local reports.

3. Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or situations to the Chief of CCMR/CTE/MIL.
4. Answer incoming calls and handle questions from the public, outside agencies, staff, etc.
5. Maintain a calendar and schedule of appointments for Chief of CCMR/CTE/MIL.
6. Monitor and process personnel time records including leave requests and reports, compile information and submit to central office.
7. Maintain physical and computerized files.

Budget

1. Monitor budget for the Chief of CCMR/CTE/MIL.
2. Prepare and process budget requisitions.
3. Prepare regular budget reports for Chief of CCMR/CTE/MIL.

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 other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, copier, and fax machine.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting.

Motion: Repetitive hand motions; prolonged use of computer; continual walking, standing, stooping, kneeling, bending, and twisting.

Lifting: 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/Pulling 10-35 pounds sporadically.

Environment: Occasional prolonged and irregular hours. Work indoors in varying climate conditions.

Mental Demands: Work with frequent interruptions and 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 _____

Reviewed by _____ Date _____