



Paraprofessional Vacancy Richardson ISD

POSITION: SECRETARY II / CLERK – R. NORTH JUNIOR HIGH

REPORTS TO: BUILDING PRINCIPAL

PERIOD OF EMPLOYMENT: 10 MONTHS – 187 DAYS

POSITION CONTROL:

SALARY: LOCAL PAY GRADE: PPJ

SALARY: \$21,722 - \$22,126

QUALIFICATIONS:

- High school graduate plus three years general clerical experience
- Bilingual Spanish preferred
- Technology proficiency with keyboarding, word processing and spreadsheets
- Demonstrate strong organizational skills
- Demonstrate ability to work independently, defuse problems, plan, anticipate needs, prioritize tasks, multitask and work under deadlines
- Exhibit excellent interpersonal and telephone skills
- Ability to remain flexible in performance of other duties as assigned

**MAJOR
RESPONSIBILITIES:**

- Respond to a variety of inquiries from internal and external parties
- Prepare a variety of reports, documents and correspondence
- Support the campus administrators by providing assistance with daily function and administrative objectives
- Maintain appropriate confidentiality regarding students, staff and parent information
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department
- Able to maintain composure and positive demeanor when dealing with emotionally charged situations
- Maintain prompt and regular attendance

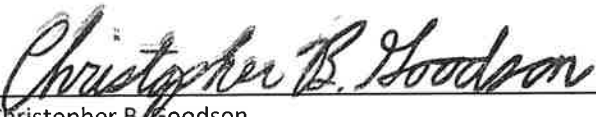
**APPLICATION
PROCEDURE:**

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.

Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED:


Dr. Christopher B. Goodson
Assistant Superintendent - Human Resources

DATE:

07/27/2024

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.