

September 30, 2025

Date posted:

AGRAMON

Posted by:

**ZAPATA COUNTY INDEPENDENT SCHOOL DISTRICT
JOB POSTING**



Position: Department Secretary for Child Nutrition Department

Salary:	Minimum	Maximum
Administrative Technical Pay Grade 4	\$31,080.00	\$43,639.00

Minimum Duty Days: 223 Days

Start Date: 2025-2026 Workday Schedule

Minimum Requirements: High School Diploma
3 Years in Administrative Assistant Experience

Primary Purpose: The primary purpose of this position is to provide secretarial support to the assigned department and to assist the department head and other staff as assigned in performing all major functions of the division.

Special Knowledge/Skills: Proficient in office equipment, computers, and software (word processing, spreadsheets, databases, email).
Skilled in bookkeeping, filing, budgeting, inventory, and data/report preparation.
Strong organizational, scheduling, and multitasking abilities.
Clear, professional communication; effective phone and reception skills.
Maintains confidentiality and accuracy in clerical tasks.
Collaborative, dependable, and adaptable under stress or interruptions.

Deadline For Applying: October 6, 2025

**Applications may be obtained through the District's Recruiting & Hiring Frontline System
Accessible at www-zcisd.org/jobs.**

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability or any other legally protected status. An Equal Opportunity Employer

Approved by: Rogelio N. Gonzalez
Executive Director of Human Resources

RB 9-30-25



Zapata County Independent School District
P.O. Box 158 | 1302 Glenn Street | Zapata, Texas 78076
Main 956.765.6858 | Fax 956.765.5940 | hawks@zcisd.org