

MABANK ISD

Job Title:	Technology Secretary	Exemption Status/Test:	Nonexempt
Reports to:	Chief Technology Officer	Date Revised:	10/09/19
Dept./School:	Information Technology	Days:	220

Primary Purpose:

Perform administrative duties related to the daily operation of technology department office and provide clerical services to the director of information services and other staff.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding and file maintenance skills

Knowledge of correct English usage, grammar, spelling and punctuation

Basic math skills

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Effective organizational, communication, and interpersonal skills

Experience:

One year of secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, memorandums, forms, requisitions, and reports for the technology department office.
2. Compile, maintain, and file all reports, records and other documents as required.

Phones

3. Answer incoming calls, take reliable messages, and route to appropriate staff; handle questions and requests that fall within level of responsibility.

Accounting

4. Prepare, process, and track all purchase orders and payment authorizations in accordance with budgetary limitations and district policies.
5. Perform routine bookkeeping tasks to maintain department budget records.

MABANK ISD

6. Monitor and process personnel time records including leave requests and reports; compile and submit to central office.

Other

7. Order office supplies for the department.
8. Maintain a schedule of appointments for the director of information services.
9. Receive, sort, and distribute mail and other documents to department staff.
10. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

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

Environment: Work is performed in an office setting; may require occasional irregular and/or prolonged hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____