

Job Title: **SECRETARY, CTE**
Reports to: Director of CTE
Dept./School: Career and Technical Education/Del Rio High School
Wage/Hour Status: Non-exempt
Date Revised: July 23, 2018

Primary Purpose

Organize and manage the daily office activities of the Career and Technical Education CTE department and provide clerical services to the department administrator and other staff members.

QUALIFICATIONS

Education/Certification

High school diploma or GED
Business Education courses, preferred

Special Knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM), and file maintenance skills
Proficient skills in basic computer operations
Excellent communication and interpersonal skills
Excellent organizational skills and punctuality
Proficient in the use of basic math skills
Ability to use computer software to develop budget files, databases, presentations and spreadsheets

Experience

Three years secretarial experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc., for the department administrator and other staff members using personal computer and typewriter.
2. Comply with pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain student records as needed.
5. Maintain accurate and auditable records.
6. Meet established deadlines.
7. Maintain good organizational skills.

Accounting

8. Assist the Career and Technical Education administrator in maintaining accurate accounting of all budgets assigned to the department.
9. Set up budget files, posts and keeps current encumbrances, expenditures and balances on all budgets assigned to the department.

10. Prepare budget transfers as necessary to ensure availability of funds.
11. Prepare and process all purchase orders, travel requests and payment authorization for the department.
12. Receive or pick up money for department travel reimbursements and processes all reimbursable budget accounts. In addition, counts money, issues receipts, prepared deposits and delivers them to Deposit Clerk.
13. Monitor and process personnel time records including leave requests and reports; complies information and submits it to central office.

Other

14. Answer incoming calls, takes reliable messages, and routes to appropriate staff.
15. Maintain a schedule of appointments and makes travel arrangements for department staff.
16. Receive, sort and distributes mail and other documents to department staff.
17. Perform copy work and collation for distribution to department staff.
18. Order office supplies for the department.
19. Work with new vendors and work on proper documentation to add vendors to district vendor list.
20. Promote positive community relations through effective communication and interaction.
21. Create, modify and update CTE related projects as assigned.
22. Coordinates plans with CTE Director for the annual Advisory Committee Meeting(s).
23. Maintain confidentiality of information.
24. Perform other duties assigned by CTE Director.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer, typewriter, printer, calculator, copier, and fax machine.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions and prolonged use of computer.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____