

## **9.10.08                      SECRETARY FOR TACTC**

---

---

**Reports To:**                TACTC Director

**Dept/Campus:**            TACTC

**Wage/Hour Status:** Nonexempt

**Length of Contract:** 220 - 240

---

---

### **PRIMARY PURPOSE/FUNCTION:**

Facilitate the efficient operation of the school/department administrative office and provide clerical services for the administrative staff. Work under general supervision, handle confidential information, and have frequent contact with all levels of district employees, outside agencies, and the general public.

### **QUALIFICATIONS:**

#### **Education/Certification:**

High school diploma or GED  
Two years of college education preferred

#### **Special Knowledge/Skills:**

Proficient skills in typing, word processing, and file maintenance  
Effective organizational, communication, and interpersonal skills  
Ability to operate computer, telephone system, and maintain accurate database information  
Patient and calm demeanor with students and others

#### **Experience:**

Two or more years of secretarial experience preferably in a public education environment

The Board may find appropriate and acceptable alternatives to the above qualifications.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Assist teachers, parents, and students and direct them to appropriate district personnel.

**JOB DESCRIPTION**  
**Secretary for TACTC**  
**Page 2**

5. Type all written correspondence; receive and properly route incoming calls and mail to appropriate personnel.
6. Accurately maintain and update files, manuals, handbooks, and logs as assigned.
7. Assist in ordering, storing, and distributing supplies and equipment.
8. Assist in the preparation and documentation of ceremonies, workshops, staff development, drills, etc. as needed.
9. Schedule meetings and appointments and maintain calendar of events for assigned administrator or supervisor.
10. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
11. Monitor personnel time records and other campus/department records and assign substitutes as needed.
12. Assist in preparation of and management of the school/department budget each fiscal year for the administration and general instruction functions if required.
13. Maintain physical and computerized records.
14. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases.
15. Process and transmit requests for student information.
16. Assist counselors with the enrollment, withdrawals, and transfer of students and process applicable records.
17. Assist campus administration and counselors with the preparation of reports and student data information.
18. Assign substitute teacher as requested by director and maintain timesheets.
19. Maintain funds and campus purchase orders and ensure delivery.
20. Attend professional growth activities and training.
21. Prepare daily deposits and safeguards and properly account for all school and student activity monies.
22. Perform other duties as assigned by administrator or supervisor.

**EQUIPMENT USED:**

Computer, typewriter, printer, calculator, audiovisual equipment, copier, and telephone system (if applicable)

**WORKING CONDITIONS:**

**Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress; manage others in a non-coercive manner; maintain a clear focus on customer service

**Physical Demands:**

Repetitive hand motions; prolonged use of computer; ability to work with frequent interruptions; moderate standing, stooping, bending, and lifting

---

---

Date Adopted: August 2, 2007  
Last Revised: August 19, 2014

---

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date