

# Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Secretary, Athletics		Athletics Department	Director, Athletics	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerk	5	226	Non-Exempt	July 2023

## **Primary Purpose:**

To assure smooth and efficient operation of the Athletic Office in support of district programs.  
To provide secretarial/clerical assistance for the Athletics Department.

## **Qualification Guidelines:**

### **Education/Certifications:**

High School diploma or GED

One-year of college coursework in business-related subjects or equivalent work experience

### **Experience:**

Three years secretarial experience, preferable in a public education environment

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

Proficient skills in keyboarding, word processing and file maintenance

Effective communication and interpersonal skills

Basic math skills

### **Supervisory Responsibilities:**

Office leader; coordinates office tasks and monitors completion and quality of daily office tasks

### **Mental/Physical/Environmental Demands:**

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

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

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

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

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

### **Major Responsibilities and Duties:**

1. Perform routine clerical tasks assigned by supervisor or other administrator.
2. Type letters, memos, administrative forms and related documents assigned.
3. Maintain and organize office filing system.
4. Receive and route phone calls and office mail.
5. Maintain appointment schedule for supervisor and arrange meetings requested.

*The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email [human.resources@visd.net](mailto:human.resources@visd.net) or contact the HR Executive Director at 361.788.9228.*

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6. Greet office visitors and provide appropriate assistance.
7. Prepare tickets for athletic events and ticket sellers boxes.
8. Count money from ticket sales and make deposits.
9. Sell athletic event tickets.
10. Prepare and check game reports.
11. Prepare annual reports of ticket sales.
12. Prepare requisitions for athletic supplies/events.
13. Receive purchases and check invoices.
14. Prepare meal, motel and entry fee checks and balance receipts for athletic trips.
15. Coordinate registrations for coaching clinics.
16. Prepare calendars and schedules of athletic events.
17. Order reserve, season and roll tickets for all athletic events.
18. Assign workers for athletic events.
19. Order police service and security for athletic events.
20. File a report to the Central Office ~ officials, security and workers weekly.
21. Arrange for out of town schools to use VISD gyms, stadium and Riverside Stadium for play-off games.
22. Involves some weekend work.
23. Perform other duties as assigned.

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