Title:	**Secretary III**	Pay Grade:	204
Reports to:	Administrator/Supervisor Assigned	FLSA:	Non-Exempt
Department	Campus/Department Assigned	Length of Assignment:	226 days (contingent upon funding)

Summary

Perform complex and diverse secretarial duties with little or no supervision. Handle confidential information and engage in frequent contact with all levels of district employees, students, parents, outside agencies and public. Perform duties, functions, and services, which facilitate the principal/administrator responsibilities. Adhere to federal and state laws, as well as, district policies, procedures, and regulations.

Essential Functions

1. Prepare correspondence, forms, manuals, reports, presentations, and other documents for administrator assigned.
2. Schedule appointments and maintain the administrator's calendar.
3. Review, refer and answer routine questions, correspondence, telephone calls, and electronic messages; greet public and refer appropriate inquires, requests, or concerns to the appropriate personnel.
4. Set up meetings, including reserving the venue, preparing materials, and arranging for refreshments and catering as needed.
5. Make travel arrangements including hotel arrangements and conference registration.
6. Compile, maintain, and file reports, records and other documentation as required.
7. Prepare purchase orders and payment authorizations as directed.
8. Assist administrator with budget, delegation of work assignments and confirmation of timesheets.
9. Research and extract information and supporting data for administrative reports.
10. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

High School diploma or General Education Diploma (GED); five (5) years of general clerical/secretarial experience; eighteen (18) semester hours from an accredited college/university may be substituted for each year of experience; ability to use a current office technology; knowledgeable of word processing/spreadsheet applications; possess required skills and knowledge as assessed by the Ysleta ISD Paraprofessional Test.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand/wrist motions and prolonged use of keyboarding. Prolonged sitting, moderate standing, walking, bending, reaching and occasional lifting up to 25 lbs. Occasional prolonged or irregular hours; occasional districtwide travel.

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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