



Cypress-Fairbanks Independent School District
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

CAMPUS SECRETARY, ADMINISTRATIVE
2009-2010
JOB NUMBER 3250

Applying for this posting places your name in a pool of applicants who wish to be considered for administrative secretary positions as they become available in the district.

QUALIFICATIONS:

1. High school diploma/GED.
2. Proficient in applied technology (Microsoft Word, Excel, Access, PowerPoint).
3. Proficient in general office management and procedures.
4. Possess excellent interpersonal and communication skills. Must have a high level of integrity regarding student records, employment records, and campus issues.
5. Must be self-motivated, possess the ability to work under pressure, able to handle multiple tasks, and work collaboratively.
6. Competency on CFISD proficiency test. (Score of **80** or above and a minimum of **45 wpm** typing skills).

LENGTH OF EMPLOYMENT:

- High School Administrative Secretary 193 days
- High School Bookkeeper or Counselor’s secretary 205 days
- Middle School Administrative Secretary 193 days
- Elementary School Administrative Secretary 193 days

SALARY/PAYGRADE:

- High School Administrative Secretary CT/44 - \$21,228
- High School Bookkeeper or Counselor’s secretary CT/44 - \$22,548
- Middle School Administrative Secretary CT/44 - \$21,228
- Elementary School Administrative Secretary CT/44 - \$21,228

ESSENTIAL FUNCTIONS:

1. Process correspondence for assistant principals and counselors.
2. Assist secretary with typing and dispersing school communications. (i.e. weekly newsletter, monthly calendar, notices, etc.).
3. Enter data for district information (report cards, discipline records).
4. Assist in preparing for special activities.
5. Maintain confidential files for assistant principals, counselors, and/or director of instruction.
6. Maintain bookkeeping records for budget and activity account.
7. Perform other duties as assigned by the principal.

REQUIREMENT: After submitting an application, **ALL** applicants must **register online** for the proficiency test and bring educational credentials the day of testing. To register, click on [Apply Online](#) below and go to Steps 5 & 6.

INTERESTED APPLICANTS MAY CONTACT:

Human Resources
 10300 Jones Rd., Rm. 229
 Houston, TX 77065
 Phone: 281-897-4189
 Fax: 281-517-2106
 Email: annette.escobar@cfisd.net
[Apply Online](#)
Category: 09-10 Paraprofessional

J.H.

DEADLINE TO APPLY:

Applications taken year round

Posted 10/09