



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

SECRETARY TO DIRECTOR OF OPERATIONS

(PREFERENCE WILL BE GIVEN TO DISTRICT EMPLOYEES)

JOB NUMBER 3263

QUALIFICATIONS:

1. Must have high school diploma or GED equivalent.
2. Proficiency required in operating a personal computer utilizing the following applications: Windows 98, Microsoft Word and Microsoft Excel.
3. Proficient in typing, filing, bookkeeping and general office management. Excellent communication skills – written and verbal. Personal integrity and the ability to work with a diverse employee group and complex issues.
4. Self motivated with the ability to work under pressure and demonstrate excellent interpersonal skills.
5. Bilingual (English/Spanish) skills required.
6. Competency on CFISD proficiency test (score of **85** or above and a minimum of **50** wpm typing skills).

SALARY:

Clerical / Technical 46 - \$33,270 (minimum)

LENGTH OF EMPLOYMENT:

250 Days

ESSENTIAL FUNCTIONS:

1. Perform administrative secretarial duties, including screening and greeting all visitors, setting appointments, complex scheduling and making arrangements for meetings. Perform bookkeeping tasks associated with the specific position.
2. Maintain computer records on departmental budget.
3. Type bid specifications, evaluations, type brochures, Operations facts and develop all departmental forms.
4. Maintain filing system and process all incoming and outgoing correspondence.
5. Input work orders on a daily basis.
6. Process all mail, printing requests, paperwork on injuries and follow-up on medical or incidents.
7. Order office supplies, pagers and radios as needed.
8. Maintain custodians' vacation leave totals.
9. Process Notice of Personnel Action on: transfers, position changes, FML/TD and Worker's Compensation for all the custodial employees.
10. Maintain active and terminated custodial personnel records.
11. Coordinate with safety department list of new hires who will receive safety/asbestos training.
12. Assist in preparing 230 day calendar.
13. Maintain inventory of vehicles, computer equipment and office equipment.
14. Perform other duties as assigned.

REQUIREMENTS: 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.

ALL 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

DEADLINE TO APPLY:

October 26, 2009 or Until Filled