



Cypress-Fairbanks Independent School District
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

SECRETARY TO ATTENDANCE OFFICERS JOB NUMBER 3266

QUALIFICATIONS:

1. High school diploma or GED equivalent.
2. Proficient in general office skills, with strong emphasis in bookkeeping.
3. Proficient in the use of applied technology such as Microsoft Word, Excel and Internet.
4. Self-motivated with the ability to work under pressure and demonstrate excellent interpersonal skills.
5. Ability to work independently without supervision.
6. Pleasant telephone personality and effective communication skills.
7. Be or become a Notary Public.
8. Competency on CFISD proficiency test (score **85** or higher and a minimum typing speed of **50** wpm).

SALARY: Clerical / Technical 45 (\$24,559 minimum)

LENGTH OF EMPLOYMENT: 203 Days

LOCATION: Cy-Fair Annex

ESSENTIAL FUNCTIONS:

1. Prepare and notarize legal documents which include affidavits, probable cause affidavits and complaints for Precinct 1 Justice of the Peace Court, Precinct 4 Justice of the Peace Court and Precinct 5 Justice of the Peace Court in a timely manner.
2. Communicate with court clerks regarding court cases in three different courts for attendance officers.
3. Monitor and track the preparation of legal documents for attendance officers' court cases, in three different courts, to insure consistency and accuracy.
4. Calculate and submit attendance reports, semester reports and end of year reports.
5. Prepare purchase orders and maintain and balance budget records.
6. Serve as Notary Public.
7. Perform other duties as assigned by the Director for Student Admissions, Attendance and Transfers.

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: November 4, 2009 or Until Filled