

**Killeen Independent School District**  
**Job Description**

**Job Title:** Administrative Secretary  
**Department:** Education Services  
**Reports To:** High School Registrar  
**FLSA Status:** Nonexempt

**SUMMARY**

Provides secretarial and administrative services to the High School Registrar.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Receives visitors and telephone calls; screens those which can be handled without Registrar's help.

Composes and types correspondence and submits to appropriate entity. Schedules meetings and prepares materials for those meetings.

Processes incoming and outgoing mail.

Notifies appropriate campus staff regarding student enrollments and withdrawals.

Processes all office paperwork, meeting established deadlines.

Establishes and maintains appropriate files and other information, searches files for information.

Obtains and maintains adequate materials and supplies.

Utilizes office technology and automation to complete tasks and operates office machines such as electronic typewriter, computer, calculator, fax machine, copy machines; keeps machines in operational readiness.

Determines priorities and maintains office controls to ensure a timely accomplishment of tasks.

Updates student database and files.

Maintains files on all current and inactive students within district timelines and policies.

Maintains student transfer records (in and out-of-district).

Answers questions which require a detailed knowledge of registration or withdrawal procedures.

Provides technical support for Pre-Registration and Registration.

Provides instructions for Home Access and assist parents with application navigation.

Alerts Attendance Officer of potential attendance issues.

Maintains critical alerts in student records pertaining to graduation

Enters and maintains all digital student demographic information, transcript and grade information, entry/withdrawal information on appropriate district applications (presently ESchool).

Processes out-going record requests via fax, mail or TRex data system.

Assists with tracking leavers for accurate withdrawal, drop-out and graduation data.

Maintains knowledge of all HARP and Foster Care guidelines and procedures.

Accesses state data base connected to TRex to send and receive student records.

Prepares registration materials for timely processing of student registration data.

Generates and uploads student transcripts to Parchment and TRex; generates other transcript requests.

Generates final student transcripts after each graduation period.

Processes scholarship applications and transcript requests from students, parents or campuses.

Prepares materials for and assists with graduation ceremonies.

Prepares files for storage according to district timelines and guidelines.

Assists other administrative personnel with secretarial tasks. Advises and assists other secretaries with any problems and helps delegate work.

**FOR SECRETARIES TO WHOM PEIMS-RELATED RESPONSIBILITIES ARE ASSIGNED:**

- Assists District PEIMS Coordinator by entering/validating/correcting campus-level PEIMS information through the use of weekly edits, e-mail/faxed requests, PEIMS reports and on-campus verification checks.
- Attends all district PEIMS training sessions relevant to current job responsibilities and disseminates information to appropriate campus staff.
- Compiles, maintains, and files all reports, records and registration documentation as described in PEIMS Data Standards.

Performs other such tasks that may be assigned by the principal.

**SUPERVISORY RESPONSIBILITIES** This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees finds appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** Must possess a high school diploma or hold a general education degree (GED) certificate. Must have two years' experience as a public school secretary, or three years of general clerical/secretarial experience, or 15 semester hours of college credit with some business orientation or equivalent business school background.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY** Capability to understand and carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER QUALIFICATIONS** Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum 7,000 kph with 7 errors or less.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Prepared By:** Joyce Walker, Auxiliary Staffing Specialist  
**Prepared Date:** January 28, 1999  
**Revised By:** Dagmar Harris, Mike Quinn, Executive Directors, Secondary Learning  
**Revised Date:** April 19, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.