

**Killeen Independent School District  
Job Description**

**Job Title:** Secretary III Central Administration  
**Reports To:** Appropriate Supervisor  
**FLSA Status:** Nonexempt

**SUMMARY:**

To perform a variety of secretarial duties related to the specific position assigned.

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

Receive visitors and answer telephone calls in a courteous and professional manner. Take reliable messages, screen incoming visitors and telephone calls, which can be handled without supervisor assistance.

Prepare correspondence, forms, reports, manuals, and presentations for the department head and other department staff members

Compile, maintain, sort, distribute and/or file all reports, records, mail, and other documents.

Receive, store, and distribute supplies and equipment.

Utilize various office technology and automation to complete tasks, such as office machines, computers, software programs, facsimile machine, copy machine, and any other office equipment appropriate to the department.

Assists administrative personnel with secretarial tasks.

Maintain confidentiality of information.

Performs other such tasks that may be assigned by the appropriate supervisor.

**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.

**EDUCATION and/or EXPERIENCE:**

Must possess a high school diploma or hold a general education degree (GED) certificate and general clerical/secretarial experience.

**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:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; 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. The noise level in the work environment is usually moderate.

**Revised Date: November 1, 2019**

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