**Bilingual Administrative Secretary – Welcome Center**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Executive Director of Human Resources/HR Generalist

**Dept/Campus:** Welcome Center **Paygrade:** 204

**Wage/Hour Status:** Nonexempt **Date Revised:** August 2022

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**Primary Purpose:**

Under general supervision facilitate and ensure the efficient operation of the TISD Welcome Center. Provide clerical services to the Human Resources Department and Student Services Department. Handle confidential information and frequent contact with all levels of district employees, parents, students and the general public.

# Qualifications:

Education/Certification:

High school diploma or GED

Two years of college education preferred

Special Knowledge/Skills:

Proficient skills in keyboarding, word processing, and file maintenance

Strong organization, communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases and do word processing

Proficient keyboarding skills

Ability to follow written instructions

Ability to operate multi-line phone system

Ability to use Microsoft Office to mail merge electronic databases to create labels, correspondence, and reports

Excellent customer services skills

Experience:

Three years secretarial experience, preferably in a public education or human resources environment

# Major Responsibilities and Duties:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct visitors at the TISD Welcome Center.
3. Assist public, staff, students, and parents as needed.
4. Oversee usage of central lobby applicant/enrollment computer system and assist users as needed.
5. Maintain a schedule of appointments and meetings for the Welcome Center conference room.
6. Schedule appointments for new hires and assist with new hire paperwork as needed.
7. Create and organize new hire personnel files.
8. Paraprofessional new hires: review transcript for college hours and schedule Para Exam for HQ status if needed (provide study guide for those testing); administer tests at scheduled times.
9. Maintain supplies/inventory and working order of work room machines (fax, copier, postage machine and shredder) for the building.
10. Accurately sort, distribute, and deliver mail, messages, and other documents.
11. Issue employee badges to new employees and replacement badges as requested by current employees.
12. Issue parking tags and maintain Parking Tag Inventory system for incoming and outgoing employees with great accuracy.
13. Receive, enter and follow-up on work order requests to Maintenance and Technology for the building.
14. Assist with filing records, correspondence, and paperwork in the appropriate files for Student Services and Human Resources, including employee benefits, substitutes, and inactive personnel records as needed.
15. Receive, process and route employee data changes (e.g., phone, address changes).
16. Assist with maintaining physical and electronic departmental files and database(s).
17. Assist with monitoring Human Resources information on the district website to ensure that it is current & accurate.
18. Prepare correspondence, forms, records, and reports using personal computer, including mailing lists and assist with mail outs.
19. Assist with requisitions and submit required documentation to the purchasing department for Welcome Center supplies and purchases as needed.
20. Assist with preparation of materials for mailing, including preparing computerized labels, stuffing envelopes, etc.
21. Manage the records storage and scanning of personnel records and inactive personnel files.
22. Provide customer service and cashiering for the Tiger Fan Store.
23. Process criminal history reviews and classroom observation requests for education students.
24. Maintain the district phone extension list/directory.
25. Receive and log First Day Packet forms; complete updates to employee directory information and emergency contact information in Skyward.
26. Provide verbal and written translation in Spanish as needed.
27. Other duties as assigned.
28. Maintain strict confidentiality.

**Equipment Used:**

Personal computer, printer, calculator, scanner, multi-line telephone, copier, shredder, and fax machine.

**Working Conditions:**

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 will be made if necessary.

**Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress; maintain a clear focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the room and/or facility. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs and the ability to work with frequent interruptions.

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.

Employee Date

Supervisor Date