



Ysleta Education Foundation **Job Description – Secretary**

Updated: May 2022

Title: Part-Time Secretary
Reports to: YEF Coordinator/Director
Pay Grade: Standard part-time hourly rate: \$10

Summary:

Perform routine clerical tasks in support of the Ysleta Education Foundation (YEF) goals under the direction and supervision of professional staff. Tasks are routine in nature within the general office operation. Work schedule will not exceed twenty (20) hours per week without prior approval of immediate supervisor.

Essential Functions:

1. Perform required clerical duties according to standard practices while maintaining confidentiality.
2. Perform duties as assigned by the YEF Board.
3. Answer telephones and take messages; route requests for information to the appropriate person/department.
4. Operate basic office machines to include computers, printers, copy machines, scanners, etc.
5. Enter data into computer or report formats, perform filing, copying, and other duties associated with the position.
6. Provide back-up assistance as needed.
7. Flexibility with schedule to work as needed.
8. Cooperate with and act as a resource as appropriate to provide information and services to all we serve.
9. Attendance at the work-site is required to meet essential functions of the job, including attending all YEF mandatory events/functions.

Other Responsibilities:

1. Follow established safety practices and techniques to perform job duties and support YEF goals; follow YISD policies and procedures.
2. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications:

High school diploma or GED certificate required; ability to use a personal computer and knowledge to perform the requirements of the position. Knowledge of relevant software applications, including MS Office. Proficient in the use of email and the internet. Bilingual (English/Spanish) preferred.

To Apply:

Email resume to yef@yisd.net