



Position: CAI Help Desk Secretary

Group: Secretary Group 6

Supervisor: Technology Coordinator

General Job Description: To serve as CAI Help Desk Secretary for the Hobbs Municipal School District.

Qualifications:

1. High School Diploma/GED
2. Experience as a secretary or equivalent work
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
4. Highly motivated, a self-starter, and excellent people skills.
5. 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.
6. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Comply with all school board policies and regulations.
3. Demonstrate ethical behavior.
4. Maintain confidentiality.
5. Demonstrate ability to multitask.
6. Accept and distribute mail and other correspondence.
7. Maintain behavior appropriate to performing and accomplishing assigned duties.
8. Know what to do to successfully complete assigned work.
9. Project an overall concern for personal appearance as it relates to job performance.
10. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
11. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
12. Work in a safe manner with personal safety and the safety of others as the number one priority.
13. Assign work orders/trouble tickets and follow up on status.
14. Research price quotes for equipment.
15. Create purchase orders for technology equipment, software, contract services and supplies.
16. Receive equipment delivered from warehouse and certify purchase orders for payment.
17. Maintain accounts for technology purchases to ensure no over or under spending of funds.
18. Maintain an inventory of technology equipment throughout the district.
19. Perform receptionist duties such as greet visitors, answer phones and take messages.
20. Assist in troubleshooting basic technical problems over the phone.
21. Compose or transcribe from rough draft, correspondence, bulletins, memorandums, and other material.
22. Maintain all office files.
23. Distribute payroll.
24. Assist in meeting the goals of the district's Technology Plan.
25. Perform any other duties as assigned by Technology Coordinator.

Additional Duties and Responsibilities:

1. Other tasks as may be deemed appropriate and necessary by the immediate supervisor.
2. Maintain assigned uniforms, equipment, tools, and work area in operable, safe and attractive status.
3. Account for supplies, materials, and equipment as required.
4. Complete work orders and reports as required in a timely manner.
5. Maintain facilities security.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Job responsibilities include both inside and outside duties. Flexibility and patience are required. Must be self-motivated and able to complete job assignment. Regular visits to schools are required for maintenance and/or installation purposes. After hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing, kneeling, moving light furniture, moving equipment is required.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Knowledge of universal hygiene precautions.

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.