



Job Description

Robertson County Special Services

Job Title:	Secretary/Clerical Professional	Length of Work:	10 months / 187 days
Reports to:	Executive Director	Date Revised:	April 2025
Location:	Robertson County Special Services	Salary:	Based on experience

Primary Purpose:

Under moderate supervision provide routine clerical support for the efficient operation of the office and professional staff. Maintain current and accurate confidential student records. Perform all other tasks and duties as assigned. A more detailed job description will be discussed at time of interview.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of general office procedures

Proficient keyboarding and file maintenance skills

Ability to use software to develop spreadsheets and databases, and do word processing

Ability to follow verbal and written instructions

Ability to perform a variety of tasks often changing assignment on short notice with some direction

Effective organizational, communication, and interpersonal skills

Experience:

One to three years clerical experience

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Provide general clerical support including word processing, data entry, filing, and file maintenance.
2. Maintain complete and accurate student records.
3. Compile, maintain, and file all reports, records, and other documents as required.

Reception and Phones

4. Receive incoming calls, take reliable messages, and route to appropriate staff.
5. Assist with scheduling of meetings and appointments.

Other

6. Maintains confidentiality.
7. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands / Physical Demands / Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Robertson County Special Services, a shared service arrangement for the following districts:
Bremond, Calvert, Franklin, Hearne, and Mumford. Our office is located in Hearne.

APPLICATION PROCEDURES:

Applications can be found at www.rcssc.org.

Robertson County Special Services
704 Wheelock St.
Hearne, TX 77859
Phone: 979-279-3507
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Applications will be accepted until position is filled.