

September 5, 2019

AGRACIA

Date posted:

Posted by:

ZAPATA COUNTY INDEPENDENT SCHOOL DISTRICT  
JOB POSTING



**Position :** Bilingual/ESL Department Secretary

**Salary:**                      **Minimum**                      **Maximum**  
\$ 26,583.00                      \$ 39,143.00

**Pay Grade :** Administrative Technical  
PG4

**Minimum Duty Days:** 223 Days

**Start Date:** 2019-2020 Workday Schedule

**Minimum Requirements:** High School Diploma or GED

**Preferred Requirements:** Three years of secretarial experience

**Primary Purpose:** The primary purpose of this position is to provide secretarial support to the Bilingual/ESL Department and to assist the department director and other staff as assigned in performing all major functions of the department.

**Deadline For Applying:** September 18, 2019.

(This is an internal notice for employees already officially employed by the district).

Applications may be obtained from:

Human Resources Department  
P.O. Box 158  
1302 Glenn Street  
Zapata, Texas 78076  
956.765.6858      Fax 956.765.5940

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability or any other legally protected status.

An Equal Opportunity Employer

Approved by: Rogelio N. Gonzalez, Human Resources Director

*RNG* 9-5-19