

Riviera ISD

is accepting applications for

Administrative Assistant to the Superintendent

Responsibilities and Duties:

- Work under minimum supervision to ensure the efficient operation of the superintendent's office.
- Provide clerical services to the superintendent and board of trustees.
- Handle and maintain confidential information.
- Engage in daily contact with all levels of district employees, outside agencies, and the general public.
- Compile, maintain, and file reports, records and other documents as needed.
- May work prolonged or irregular hours.

Experience:

3 – 5 years advanced administrative assistant experience preferred.

Send Non-Certified Personnel Application, available at www.rivieraisd.us to Riviera ISD Administration Office, 203 Seahawk Drive, Riviera, TX 78379. 361-296-3101, ext. 1500.

Riviera ISD is an Equal Opportunity Employer.