



## **SCHOOL SECRETARY POSITION**

### **QUALIFICATIONS:**

Knowledge of:

1. Current office practices and procedures.
2. Operations, procedures, specific rules, and precedents of the office.
3. Record-keeping techniques.
4. Operation of a computer, related software, and standard office equipment.
5. Correct English usage, grammar, spelling, punctuation, and vocabulary.
6. Oral and written English communication skills.
7. Interpersonal skills including tact, patience, and courtesy.

Ability to:

1. Type at least 45 words per minute.
2. Compile and verify data, maintain records, and prepare reports.
3. Compose correspondence and written materials accurately and independently.
4. Work independently with little direction to meet schedules and timelines.
5. Exercise sound judgment, including handling confidential matters with discretion.
6. Work cooperatively with both adults and children.

Training, Education, and Experience:

1. Passage of the CODESP test, or have earned an Associate's degree from an accredited school.
2. Possess and maintain current First Aid and CPR certifications.

### **PERFORMANCE RESPONSIBILITIES:**

Complete job description available upon request

### **WORK DAY:**

8.0 hours/day, 205 days per year

### **SALARY/BENEFITS:**

Salary dependent on experience. Health Insurance Benefits (District cap in place) for employee and family. Holidays and Board Holidays as per calendar.

### **CLOSING DATE:**

Open until filled

### **TO APPLY, CONTACT:**

Amy Owens/Director  
450 Cedar Street  
Susanville, CA 96130  
(530) 252-4313  
aowens@fortsage.org

**EQUAL OPPORTUNITY EMPLOYER  
BACKGROUND INVESTIGATIONS WILL BE CONDUCTED**