



PLEASE POST

ANNOUNCEMENT OF CLASSIFIED VACANCY

MAY 2017

Salary:

Classified Range 29

- Step 1 - \$3866 month
- Step 2 - \$4058
- Step 3 - \$4263
- Step 4 - \$4475
- Step 5 - \$4696

Initial step placement, up to step 3, will be determined by verifiable years of related experience and other appropriate considerations. Step increase will occur annually on anniversary date until maximum step is reached (step 5)



Work Location:

High School

Work Schedule:

11 months per year
215 work days
Late July through June
8 hours per day
Monday through Friday
7:30 a.m. to 4:00 p.m.

Schedule subject to change based on school/dept. needs

Benefits:

District contributes \$7558.30 per year towards Medical, Dental, Vision and Life Insurance

- 13 Paid Holidays per year
- Paid Vacation, Sick and Personal Necessity Leave
- CalPERS Retirement System

SECRETARY

FINAL DATE TO APPLY: May 19, 2017 or upon receipt of 150 applications; whichever occurs first.

APPLICATION PROCESS: Application must be submitted at www.EdJoin.org and must include a letter of introduction and resume.

Incomplete applications will not be considered. Visit www.ausd.net for a direct link to EdJoin.



THE POSITION:

Under the direction of an Assistant Principal, the Secretary provides a variety of responsible secretarial services in support of the Assistant Principal's Office; provides information and assistance to students, parents, faculty, administrators, staff and school visitors.

Education and Experience

- Graduation from high school or G.E.D. equivalent
- Minimum of two years of responsible secretarial experience
- Secretarial experience in a school setting is highly desirable

Knowledge and Abilities

Knowledge of: functions and activities of a school office environment; computer equipment and related software applications, including Microsoft Word and Excel; modern office practices, procedures and equipment; office management techniques; telephone techniques and etiquette; financial and statistical record keeping techniques; operation of office equipment; policies and objectives of assigned program and activities; basic research methods; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; oral and written communication skills.

Ability to: operate a computer and related software, including MS Word and Excel, at or above an intermediate level; perform a variety of secretarial support services, including scheduling appointments and maintenance of calendars for multiple administrators; provide information and assistance to students, parents, faculty, administrators and the public in a professional and courteous manner; type at 60 words net per minute from clear copy; work confidentially with discretion; compose correspondence independently or from oral instructions; perform duties effectively with demands on time and constant interruptions; read, interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; work independently with little direction; meet schedules and timelines; maintain records and prepare reports.

EQUAL OPPORTUNITY EMPLOYER ❖ WE ARE A TOBACCO, DRUG AND ALCOHOL FREE DISTRICT