



LAKE TAHOE UNIFIED SCHOOL DISTRICT 2010-2011 SCHOOL YEAR

CLASSIFIED JOB ANNOUNCEMENT *2 TEMPORARY POSITIONS*

POSITION

SENIOR SECRETARY

DESCRIPTION:

Education Center & South Tahoe High School

Basic Function:

Under the direction of District Administrators, perform advance-level secretarial duties requiring independent judgment and analysis; plan, organize and coordinate office activities and communications to relieve the administrator of routine administrative and clerical details.

Knowledge of:

Modern practices, procedures and equipment.
Telephone techniques and etiquette.
Financial and statistical record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer terminal.

Ability to:

Work independently with little direction.
Analyze situations accurately and adopt an effective course of action
Compose independently or from oral instructions letters, memos, bulletins or other material.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

SALARY:

\$16.47/hr

WORK HOURS

8.0 hrs per day/5 days per week (M-F)

APPLICATION PROCEDURE:

Please submit the following to the attention of Human Resources Department, Lake Tahoe Unified School District, 1021 Al Tahoe Blvd., South Lake Tahoe, California 96150, or you may FAX your materials to (530) 541-5930.

1. District Classified Application form or a California Standard Application form may be used;
2. A letter of introduction elaborating on training, goals and experience;
3. Resume;
4. Clear copies of letters of recommendation

DEADLINE FOR APPLICATION:

Open Until Filled_ Candidates will be contacted by telephone if selected for an interview appointment. Interviews may occur immediately.

Note:

All application materials become the property of Lake Tahoe Unified School District and become inactive following the screening session and are ultimately destroyed. Please submit a complete packet for each type of position and submit only clear copies of originals.

The Lake Tahoe Unified School District is an Equal Opportunity/Affirmative Action/ADA Employer.