

Personnel Secretary/Bookkeeper Description

Position Title:

Personnel Secretary/Bookkeeper

Location:

Central Office

Evaluated by:

Business Manager, Superintendent

Duties and Responsibilities:

1. Maintain and organize personnel files.
2. Receive and review employment applications as well as assist applicants in application process.
3. Collect, request and monitor filing of finger print cards from new hires.
4. Schedule employment interviews.
5. File work release forms for minors.
6. Maintain confidentiality of personnel records.
7. Attend professional development as appropriate.
8. Maintain appropriate documents/records for audit.
9. Maintain a cordial relationship with colleagues.
10. Dress appropriately.
11. Any other duties related to fiscal management required for the efficient running of the system.

Qualifications:

- High school diploma
- Satisfactory score on California Achievement Test
- Typing Proficiency

Terms of Employment:

12 months

Personnel Secretary/ Bookkeeper

Date

Superintendent

Date