

DATE: March 22, 2024

POSITION TITLE: Secretary to Assistant Superintendent of Operation and Human Resources

LOCATION: Glen Rose Administration Building

SALARY RANGE: Minimum - \$15.25; Mid-Point - \$21.02; Maximum - \$26.78

POSITION SUMMARY: Under moderate supervision organize and manage the routine work activities of the Support Services and HR department office and provide clerical support to the Assistant Superintendent of Operations and other staff members. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

POSITION REQUIREMENTS:

Education:

- High School graduate or GED

Special Knowledge/Skills:

- Proficient word processing and file maintenance skills
- Effective organizational, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Knowledge of basic accounting principles
- Ability to prioritize workflow to address the multiple needs of the Assistant Superintendent
- Ability to multi-task numerous administrative activities
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Experience:

- One to three years secretarial experience, preferably in public education environment

APPLICATION PROCEDURES:

District Employees: Send letter requesting transfer with pertinent information if same job description. To change job description, send complete application and resume.

Outside Applicants: Request application and/or send resume to:

Tommy Corcoran, Assistant Superintendent of Operations
Glen Rose Independent School District
P.O. Box 2129
Glen Rose, Texas 76043-2129
E-mail: corcto@grisd.net
(254) 898-3913

APPLICATION DEADLINE: Until filled.

GRISD is an equal opportunity employer and selects personnel on the basis of merit. Applicants are considered without regard to race, color, national origin, age, religion, sex, marital or veteran status. Selection is determined by the presentation of evidence of experience, training, information from references and personal interviews.

