Secretary

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| **JOB TITLE:** | PARTA Recording Secretary |

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| **GENERAL JOB DESCRIPTION** |
| The Secretary keeps official minutes of PARTA Board Meetings and its monthly scheduled meetings. The Secretary should have a working knowledge of basic word processing and be able to send and attach files to the Soundings Editor and PARTA’s President when requested.  |
| **MAJOR DUTIES AND RESPONSIBILITES** |
| Keep accurate minutes at the PARTA Executive Board Meetings and the PARTA Monthly MeetingsPrepare minutes for the Soundings and submit them to the Soundings’ Editor in a timely mannerBe able to distribute copies of the minutes electronically, if requested |
| **MINOR DUTIES AND RESPONSIBILITIES** |
| Serve in any capacity the organization needs for its betterment |
| **QUALIFICATIONS FOR THE JOB** |
| *Education:* Must have a degree in an educational field or professionally related one*Experience:*Taught or worked professionally in a school setting, public or private*Other: Retired*Must be a PARTA and IRTA memberAttend PARTA Board meetingsTechnological skills |
| **KEY COMPETENCIES** |
| Have appropriate organizational and communication skills  |