








760-257-3613 
Newberrycsd.net 
30884 Newberry Rd. 
Newberry Springs, CA 92365
P.O. Box 220 
Newberrycsd@gmail.com 

WE ARE HIRING

For The Following Position:

➤ Newberry CSD District Secretary

- I. Under the supervision of the General Manager:
Secretary to the Board of Directors, General Manager,
and District Treasurer.
- II. Required Qualifications:
The District Secretary shall have knowledge of:
Modern office methods, practices, equipment, and
techniques of business letter and report writing.
- III. The District Secretary shall have the ability to:
Perform responsible clerical and secretarial duties and
Independently take care of administrative detail;
 - Compose correspondence independently or from
general directions;
 - Take Board material and minutes quickly and
accurately;
 - Maintain cooperative relationships with those
contacted in the course of work.

PLEASE SEND RESUME or QUESTIONS TO:

NewberryCSD@gmail.com

760-257-3613 / 760-308-3450

WEBSITE: NewberryCSD.net