

TO: All Secretaries
FROM: (School District Personnel Director)
RE: VACANCY – Class III Secretary (High School)
DATE: (Date)

In accordance with Article VII, Section A of the MEA/NEA contract, the following vacancy is being posted:

This is a 10 Month – Classification III Secretary Position – High School

1. High School Diploma or GED required. Associates Degree or higher preferred.
2. Computer or Word Processing ability preferred.
3. Typing proficiency (50 w.p.m. minimum).
4. Experience with telephone and filing systems.
5. Good grammar, writing skills and verbal skills.
6. Good organizational skills and scheduling abilities.
7. Knowledge of office procedures.
8. Ability to relate to all members of the staff.

Any member of our present staff interested in applying for this position should submit a letter of interest, resume, and back-up information to the Personnel Office no later than (Date).

Approved: _____
Superintendent, (School District)

The (School District) is an equal opportunity employer and complies with the Michigan Civil Rights Act and Title IX Guidelines.