

TO: All Secretarial/Clerical Staff
FROM: (School District Personnel Director)
RE: VACANCY – Class I Secretary (Middle School)
DATE: (Date)

You are hereby notified of the following Vacancy.

(SCHOOL DISTRICT) CLASSIFICATION I SECRETARY -12 MONTH

This position requires an individual who possesses a high level of secretarial and interpersonal skills and has an excellent grasp of computer skills. This person must be motivated and be able to work with a minimum amount of supervision.

Qualifications:

1. College degree preferred or high school diploma with evidence of regular updating of skills related to this job classification.
2. At least 5 years of successful job experience as a secretary and/or clerk in a school system or comparable office situation.
3. Demonstrated secretarial skills with proficient typing and computer skills; demonstrated interpersonal relationships; excellent telephone skills; ability to compose written communications; and ability to make appropriate decisions.
4. Demonstrated ability to determine, plan, and implement efficient office procedures.
5. Ability to perform statistical/bookkeeping and/or budget tasks associated with the position with a high level of Excel experience.
6. Ability to communicate effectively in problem solving situations.
7. Advanced knowledge of computers; desktop publishing, word processing and data management
8. is necessary. Ability to develop spreadsheets and ability to learn and apply specific software applications in creative ways for curriculum documents and other publications.
9. A commitment to strong customer service techniques when dealing with staff, students, parents and community.
10. Ability to develop and coordinate procedures for specific projects as they are identified.
11. Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

Any member of our present staff interested in applying for this position should submit a resume, letters of recommendation, and references along with any additional back-up information which may support the above qualifications to the Personnel Office no later than **(Date)**.

Approved: _____
Superintendent, (School District)

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

NOTICE OF NONDISCRIMINATION

It is the policy of (School District) not to discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight or marital status in its programs, services, employment, or any other activities. For information contact the office of the Superintendent of Schools, (Street Address), (City, State, Zip Code) or (Area Code) (Phone Number).