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**

* High School Diploma or GED required. Associates Degree or higher preferred.
* Computer or Word Processing ability preferred.
* Typing proficiency (50 w.p.m. minimum).
* Experience with telephone and filing systems.
* Good grammar, writing skills and verbal skills.
* Good organizational skills and scheduling abilities.
* Knowledge of office procedures.
* 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.