

12 Month Secretary Opening

The Johnsonburg Area School District is seeking applicants for a 12-month secretarial position. Preferred: Associates/Bachelor's degree relating to business. Minimum requirements: High School Diploma, above average proficiency in secretarial and clerical skills, efficiency in operation of computer applications, working knowledge of Excel/Microsoft Word, ability to work with others and independently, possess a high level of confidentiality, organizational and communication skills. This position is 8 hours/day; 242 days per year; \$18.30/hour with competitive fringe benefits. All PA School Code requirements for employees are necessary for this position. These requirements can be found on the district website under –Community – Job Openings – Employment Information – Learn more. Send:

- 1.) Cover letter
- 2.) Completed application**
- 3.) Resume
- 4.) Clearances
- 5.) PA School Code Requirements for Employees

To:

Suzanne Buck, Personnel/Payroll
Johnsonburg Area School District
315 High School Road
Johnsonburg, PA 15845
Email: sbuck@johnsonburgasd.net

** Non-teaching application can be found on the Johnsonburg Area School District website under – community – job openings

Deadline is April 8th by NOON. EOE