

NOTICE OF VACANCY

POSITION: Secretary to the Superintendent of Schools  
Exempt confidential class position/Must meet civil service requirements

QUALIFICATIONS: MINIMUM QUALIFICATIONS

A. Associate's Degree in Secretarial Science or a closely related field and three years of clerical experience.

OR

B. High School diploma or equivalent and five years of clerical experience.

OR

C. An equivalent combination of training and experience as defined in A or B above.

EFFECTIVE DATE: Prior to March 23, 2020

SALARY: Based on experience

Internal Candidates: Send letter of interest, resume, and three letters of recommendation to Human Resources by January 30, 2020.

External Candidates: To apply submit application through OLAS, attach three letters of recommendation and resume. Posting ends January 30, 2020

EOE