

Job Posting

SECONDARY SECRETARY

Qualifications:

Education/Certification:

- High school diploma or GED

Special Knowledge/Skills

- Proficient keyboarding and file maintenance skills
- Ability to use software to develop spreadsheets, databases, and do work processing
- Ability to maintain accurate and auditable records
- Knowledge of basic accounting principles
- Ability to follow verbal and written instructions
- Ability to perform a variety of tasks often changing assignment on short notice
- Effective organizational, communication, interpersonal skills

Salary

Negotiable based on experience

Scheduled Weekly Hours: 40

Scheduled Hours: 7:45 – 4:00 M-F

Applications are on available at meadowisd.net or at the Administration Office.

Meadow I.S.D. will be accepting application until May 11, 2017