

PLEASE POST

VB – 2019-2020

July 10, 2019

**HARLAN COUNTY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

V A C A N C Y B U L L E T I N

POSITION: Secretary

LOCATION: Cawood Elementary School

LENGTH OF EMPLOYMENT: 2019-2020

SALARY RANGE: 2019-2020 Salary Schedule

CERTIFICATION/QUALIFICATIONS: Associate degree in secretarial related area preferred; high school diploma from accredited high school required with secretarial and computer skills.

JOB DESCRIPTION (Condensed):

Performs secretarial duties involving typing, filing and maintaining records or reports, plan, organize and coordinate office activities and communications to relieve the principal of routine administrative and bookkeeping duties. Duties include time entry, bookkeeping, purchase orders, bank deposits, fund accounting, bank reconciliations, accounts receivable and accounts payable. Successful applicant should be proficient in Microsoft Word and Excel.

EFFECTIVE EMPLOYMENT DATE: After Posting Deadline

APPLICATION DEADLINE: July 19, 2019

NON-DISCRIMINATION POLICY: The Harlan County School District practices non-discrimination in employment. Harlan County School District complies with Title IX, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The school district does not discriminate on the basis of race, color, age, national origin, religion, creed or marital status, in the education programs or activities it operates. The Harlan County Public Schools will seek minorities in the areas of under utilization.

TO APPLY: SUBMIT A WRITTEN LETTER STATING EXACT POSITION(S) APPLYING ALONG WITH A COMPLETED APPLICATION. APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF THE SUPERINTENDENT NO LATER THAN 3:30 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE PERSONNEL OFFICE OF THE HARLAN COUNTY BOARD OF EDUCATION FOR AN APPLICATION, JOB DESCRIPTION AND NEEDED QUALIFICATIONS.

SEND TO: BRENT ROARK, SUPERINTENDENT, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.