

PLEASE POST

VB – 2019-2020

March 6, 2020

**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: Central Office

LENGTH OF EMPLOYMENT: 2019-2020 School Year

SALARY RANGE: SALARY SCHEDULE (232 Days)

CERTIFICATION/QUALIFICATIONS: Associate degree in secretarial related area preferred; high school diploma required with secretarial and computer skills. Alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB DESCRIPTIONS: (Condensed)

Performs secretary duties involving typing, filing, and maintaining records or reports; plan, organize and coordinate office activities and communications to relieve Supervisor of routine administrative and clerical duties. Specifically the successful applicant must maintain all current materials and files, greet screen and direct visitors to the appropriate person(s); prepare a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents and other materials; and other duties as listed in the respective job description.

EFFECTIVE EMPLOYMENT DATE: After Posting Deadline

APPLICATION DEADLINE: March 17, 2020

NON-DISCRIMINATION POLICY: THE HARLAN COUNTY 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 SUPERINTENDENT NO LATER THAN 3 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE FOOD SERVICE OFFICE OF THE HARLAN COUNTY BOARD OF EDUCATION FOR AN APPLICATION, JOB DESCRIPTION, AND NEEDED QUALIFICATIONS.

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