

VACANCY ANNOUNCEMENT

Clark County School District #161 is seeking qualified candidates for a

Elementary Secretary

Starting date is immediately

The Elementary Secretary will work 33 hours a week, with 8.25 hours a day Monday-Thursday. (August through May) This is a fully benefited position to include health insurance, PERSI retirement, and many voluntary benefit options. Salary will depend on experience and education.

JOB DESCRIPTION:

- Performs office routines and practices that include placing and receiving telephone calls, records messages, and/or directs caller to specified persons in the School District. Assist with the day to day operations of the office
- Maintains a filing system of confidential student records
- Schedule all necessary appointments for teachers
- Welcomes visitors and parents
- Prepares purchasing requisitions
- Other duties as assigned

QUALIFICATIONS:

- Must be able to pass criminal background check (Fingerprints and background check are at the expense of the applicant)
- High School Diploma or equivalent
- Clerical experience preferred, bilingual a plus
- Excellent public relations and communications skills
- Works well with students and staff
- Must maintain acceptable appearance
- Must complete work assignments in a timely manner
- Must maintain strict confidentiality of student information

APPLICATION DEADLINE: Open until filled

POSITION BEGINS: Immediately

SALARY: Depends upon experience with minimum starting at \$10.00

APPLY TO: **Clark County School District #161**
PO Box 237
43 West 2nd S
Dubois, ID 83423
208-374-5215

**An application may be obtained online at the Clark County District
website:www.clarkcountyschools161.org**

FINGERPRINTING/CRIMINAL BACKGROUND CHECK REQUIRED

Compliance with Clark County School District #161 Drug Free work policy is required.

Equal Opportunity Employer

Clark County School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.