

CHIPPEWA HILLS SCHOOL DISTRICT

TO: All Noninstructional Staff
FROM: Administrative Office
DATE: September 19, 2022
RE: Job Posting #2238

Secretary - Mosaic 8 Hrs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. High school graduate with experience in data processing/business application skills. Preference given to skills on Skyward.
2. Excellent English, grammar, spelling and punctuation.
3. Demonstrated keyboarding skills, and skill in operating computers and peripheral equipment, and knowledge of Windows, Microsoft Word, Excel, Google and Internet use.
4. Strong organizational skills.
5. Demonstrated knowledge of basic bookkeeping
6. Ability to communicate clearly and concisely in English, both orally and in writing, including clear, polite telephone communication skills.
7. Ability to be self-directed, and a willingness to learn new skills.
8. Ability to meet the public and demonstrate a pleasing and positive manner in person and over the phone.
9. Ability to exercise tact, patience, good judgment and initiative in dealing with students, faculty and the general public.
10. Respect for confidential and personal information essential.
11. Two (2) years secretarial experience preferred.
12. Neat appearing, good health, pleasant and mature personality.
13. Must demonstrate good attendance record.
14. District resident preferred.

SALARY: As per union contract

POSTING EXPIRES: September 26, 2022 at 4:00 p.m. or until filled

A newly hired employee shall be ineligible to bid on any future vacancies outside of their classification for a period of two (2) calendar years from the date of their first working day.

Interested individuals should apply in writing to Chippewa Hills Superintendent's Office, Attn: Dr. Bob Grover, 3226 Arthur Rd., Remus, MI 49340 or by email to: bgrover@chsd.us

The new secretarial assessment need to be take and passed before applying for the position. Please contact Central Office at 989-967-2000 to schedule.

The Chippewa Hills Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U. S. Department of Education. It is the policy of the Chippewa Hills Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U. S. Department of Education.

Adopted 1/11/93