

**LOWER KUSKOKWIM SCHOOL DISTRICT**  
**P.O. BOX 305**  
**BETHEL, AK 99559**  
**PHONE: 543-4865, FAX: 543-4900**

22-18/19

Date Posted

**OUT OF DISTRICT POSITION ADVERTISEMENT: CLASSIFIED**

**PLEASE POST.. PLEASE POST.. PLEASE POST.. PLEASE POST.. PLEASE POST**

**Position**                    **SECRETARY I**

**Department / Site**   **DO - FOOD SERVICE**

**Qualifications**            High school diploma or equivalent required.  
Ability to live and work in a cross-cultural, rural Alaskan environment.  
Must pass a criminal background check.

One year demonstrated successful experience in general office work or one year of business college preferred. Proficient in operating office machines such as copiers, calculators, computers, etc. Programs such as microsoft word, and excel. Ability to type 35 wpm with accuracy. Possess basic secretarial skills such as grammar, spelling, punctuation, proofreading, etc.

**Terms of Employment**    Permanent, 37.5 hrs/wk, 258 days/yr

**Salary**                        Range 9/P \$21.10 hourly

**Closing Date**              **11/12/18**

Applications may be requested from: LKSD/Personnel Department, PO Box 305, Bethel, Ak 99559 (907) 543-4886 and FAX (907) 543-4900. Download an Application at [www.lksd.org](http://www.lksd.org). The Lower Kuskokwim School District is an EEO, Affirmative Action Employer.

**If you are applying for a position that requires typing skills, we must have a typing test on file before 3:00pm on the closing date.**

9/24/2018