

OUT OF DISTRICT POSITION ADVERTISEMENT: CLASSIFIED

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Position SECRETARY I

Department / Site ARVIQ SCHOOL-PLATINUM

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 required. Proficient in operating office machines such as copier, electronic typewriters, calculators, computers, etc. Ability to type 35 wpm with accuracy. Possess basic secretarial skills such as grammar, spelling, punctuation, proofreading, etc. Ability to live and work in a cross-cultural, rural Alaskan environment. Ability to carry out successfully the duties described below.

Duties

1. Perform basic clerical duties using own initiative.2. Type correspondence and other material and proof final product.3. Compose correspondence for supervisor+s approval.4. Establish and maintain files and records according to established procedures.5. Make travel arrangements.6. Become responsible and proficient in the completion of the district forms such as PCN+s, time sheets, TR+s, requisitions, etc.7. Assist at meetings and take/transcribe minutes, as required.8. Performs other duties as assigned, or as necessary, for the efficient operation of the office.

Terms of Employment Full Time, Permanent 180 days/year 15 hours/week

Salary Range 9p 20.69

Closing Date Open Until Filled

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. 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.

11/10/2017