

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

153-17/18

4/18/2019 Date Posted

OUT OF DISTRICT POSITION ADVERTISEMENT: CLASSIFIED

PLEASE POST.. PLEASE POST.. PLEASE POST.. PLEASE POST.. PLEASE POST

Position SECRETARY I

Department / Site BETHEL SCHOOLS - GLADYS JUNG ELEMENTARY

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.

Terms of Employment Permanent, 37.5 hours/week, 180 days/year, *Interested applicants should make arrangements in advance to take a Typing Test*

Salary Range 9P \$20.69/hour
As per the LKSD / LK-NEA Negotiated Agreement

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.

4/18/2018