

Job Posting

WASHINGTON TOWNSHIP SCHOOL DISTRICT
Warren County

Job Posting for: **School Secretary Assistant** for the Brass Castle School – tenure track

Job Hours/Description: Part time tenure track position. 10 months per academic year.

Salary: Salary commensurate with experience

Expected Date(s) of Assignment: August 15, 2014

School Secretary Assistant Duties/Responsibilities:

- Receives and routes incoming telephone calls and correspondence.
- Performs usual office routines.
- Types correspondence notices and reports.
- Maintains a well-organized up-to-date filing system.
- Operates all computers and business machines necessary to complete reports and clerical work required in the operation of the office.
- Arranges meetings, prepare agendas and handles follow-up activities as necessary.
- Assists, logs in, and directs visitors to the schools.
- Maintains confidentiality as required and appropriate.
- Performs other tasks related to the efficient operation of the office as assigned.

Provide cover letter with resume to Valerie Mattes, Principal Brass Castle School

Apply by: July 24, 2014