

**RECEPTIONIST/
TYPIST**

Starting at \$40,803/year
FT position, 12 month emp.
Exam required

HS/HSE diploma required AND one year FT clerical work exp OR completion of 30 college credits; ability to learn departmental functions & operations in order to screen calls & give information, explain services & make referrals; ability to deal with the public under potentially stressful situations; ability to maintain accurate logs & records

TYPIST

Starting at \$40,803/year
FT & PT positions; 12 month emp.
Exam required

HS/HSE diploma required; ability to learn software packages for word processing; ability to take minutes & prepare summary notes; ability to clearly & effectively communicate with the public & staff

SENIOR TYPIST

Starting at \$40,803/year
Full time, 12 month employment
Exam required

Completion of 30 college credits OR one year FT clerical exp req.; Ability to organize, maintain & extrapolate information from records; ability to maintain satisfactory working relationships with others, including the public; ability to follow oral & written directions

**STUDENT RECORDS
ASSISTANT**

Starting at \$40,803/year
Full time, 12 month employment
Exam required

3 years of clerical exp. req.*; ability to type at least 35+ wpm; ability to communicate effectively both orally & in writing; ability to deal effectively with others

**SPECIAL PROJECTS
ASSISTANT**

Starting at \$48,916/year
Full time, 12 month employment
Exam required

Completion of 2 years (or 60 credits) of study OR two years of clerical/administrative work experience; ability to learn the techniques of preparing articles/materials for publication; ability to learn basic graphics techniques for the set-up/layout of publications; ability to maintain the confidentiality of the information handled

**ADMINISTRATIVE SCHOOL
SECRETARY**

Starting at \$48,916/year
Full time, 12 month employment
Full benefits, non-aligned or union,
Exam required

3 yrs FT clerical/secretarial exp. req., ability to maintain confidentiality regarding school matters; speak knowledgeably about administrative functions; understand/interpret laws, rules & regulations pertaining to district