



# Valders Area School District

138 Wilson St., Valders, Wisconsin 54245-9645

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*Striving for Excellence!*

## VACANCY ANNOUNCEMENT

**Position:** High School Secretary

**Position Description:** The primary responsibility of the secretary is to perform a variety of confidential, routine and complex clerical and administrative work, answering phones, receiving students and the public, data processing, word processing, working with the electronic and web-based student management system including student/class scheduling and bookkeeping as scheduled and/or assigned by the High School Principal/Curriculum Director with minimal direction. This is a full-time, year-round position.

**Qualifications:** The successful candidate will be a people person with an ability and desire to work with varied tasks, an excellent communicator, an initiator, a person with a flair for details, and one who has excellent computer knowledge and skills. The person must be friendly, personable, patient, tolerant, flexible, and confidential. The candidate must have excellent organizational and time management skills, above average typing skills, and must be a team player.

**Salary/Benefits:** Beginning salary for 17-18 is \$13.57 per hour. Normal benefit package is available.

**Closing Date:** Online applications will be accepted through **Friday, October 6, 2017** or until filled. It is the responsibility of the applicant to submit a complete online application by this deadline. An online application which has been initiated but not submitted by the closing date has not met the deadline and will not be considered for the position. Interviews will be held the week of **October 9, 2017**.

**Online Application:** Please visit [www.valders.k12.wi.us](http://www.valders.k12.wi.us), under District Admin, Job Openings, select New Jobs link, and follow the online application process instructions. For additional assistance, please contact the District Office at (920) 775-9500.

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DJH/jbk  
09/18/2017

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