

PLEASE POST

*Liberty Local Schools  
4115 Shady Road  
Youngstown OH 44505*

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## Employment Opportunity

**November 16 – 20, 2015**

Pending acceptance of resignation

- Classified Position:** SECRETARY – 250 Days
- Building Assignment:** W.S. Guy Middle School
- Duty Hours:** 8 hours per day, excluding 30 minutes for lunch
- Rate of Pay:** In accordance with negotiated agreement
- Qualifications:** Ability to perform work in accordance with job description; skills testing may be required
- Demonstrates ability to communicate effectively both orally and in writing using proper grammar and vocabulary
- Familiarity with Educational Management Information System preferred
- Thorough knowledge of and experience in common business skills; typing with proficiency, computer skills, letter writing, handling telephone and email inquiries, filing and proper handling of clerical records, ordering and inventory of supplies/materials, general bookkeeping skills
- Thorough knowledge of office machines associated with the specific secretarial assignment
- Well groomed, exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations
- Meet and interact with public and employees with fact, discretion and courtesy
- Able to handle confidential situations with complete security

Interested individuals must include a Liberty Schools application, a letter of interest and resume with other information applicant deems important by 3:00 PM on Nov. 20, 2015 to:

**Melissa Malone, Principal**  
**W.S. Guy Middle School**  
4115 Shady Rd., Youngstown OH 44505  
330.759.1733 FAX 330.759.4507