

PLEASE POST

*Liberty Local Schools  
4115 Shady Road  
Youngstown OH 44505*

PLEASE POST

**May 30 – June 5, 2017**

Pending acceptance of resignation

**Classified Position:**

**GUIDANCE SECRETARY**

**Building Assignment:**

Liberty High 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 June 5, 2017 to:

**Renee Ray, Administrative Asst to the Supt**

**Board of Education Office**

4115 Shady Rd.

Youngstown OH 44505

330.759.0807 FAX 330.759.1209