

NOTICE OF VACANCY

JACKSONVILLE INDEPENDENT SCHOOL DISTRICT

POSITION: SECRETARY/DEPARTMENT OF HUMAN RESOURCES

QUALIFICATIONS: High school diploma or GED
Proficient computer skills
Effective organizational, communication, and interpersonal skills
Secretarial experience preferred

MAJOR RESPONSIBILITIES AND DUTIES:

- Maintain physical and computerized department files
- Organize and perform clerical duties and composing correspondence
- Work efficiently in a fast-paced, multi-task environment
- Work cooperatively with others
- Work with confidential and sensitive issues
- Other duties as assigned

SALARY: Based on JISD Salary Schedule

LENGTH OF WORK YEAR: 12 MONTHS

HOW TO APPLY: In-District: Send Letter of Interest to:
Nancy Lee, Human Resources Director
nlee@jacksonvilleisd.org
Out of District: Apply online at
www.jacksonvilleisd.org

DEADLINE: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER