* **PLEASE POST**

**January 5, 2024**

**RESENT January 18, 2024**

**ADMINISTRATIVE SECRETARY**

Responsibilities:

* Uphold Board policies and follow administrative guidelines and procedures
* Assist with 21st Century Community Learning Center grant funds and data compliance
* Assist with processing purchase orders and invoicing procedures for 21st CCLC grants
* Assist in 21st CCLC inventory and data collection for all buildings
* Maintain accurate records for reference and auditor requirements
* Perform other duties as assigned for the 21st CCLC program

Qualifications:

* High School Diploma - Post High School education/training preferred
* Completion of an FBI and BCI background check
* Proficient with Google Programs such as Docs, Sheets, Forms, Slides, Calendar, Microsoft Excel and Word is required
* Strong written and verbal communication is required
* Excellent organizational skills are required
* Able to maintain accurate and complete records
* Able to maintain confidentiality
* Prepare and maintain adequate files
* Ability to accept responsibility for assigned tasks and possess a cooperative attitude in following directions and/or suggestions

Contract:

21st CCLC Grant Funded Position

4.8 hours daily

Days 206 prorated for the 2023-2024 school year

The following position is currently available.  If you are a non-probationary employee, qualified and interested in this position, please complete and return the bottom section of this page no later than five (5) work days from the posting date to Rose Marie Daymut at 518 S. 8th Street, Cambridge, Ohio 43725

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date First Employed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_