**PLEASE POST**

 **March 6, 2024**

The following classified 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 to Dan Coffman, Superintendent at 518 S. 8th Street, Cambridge, Ohio 43725.

POSITION: ADMINISTRATIVE  SECRETARY – **Cambridge High School**

* Minimum of high school diploma (post high school training preferred)
* Valid driver’s license for position
* Type error-free, minimum of sixty (60) words per minute
* Experience accessing and using DASL, Progress Book, and Final Forms is preferred
* Good command of the English language and correct usage
* Required to complete the Red Cross First Aid  and CPR Training Course and hold an up-to-date certificate
* Ability to accept responsibility for assigned tasks and possess a cooperative attitude in following directions and/or suggestions
* Must have computer experience
* Track daily and period attendance
* Answer phones and greet students and visitors at the front desk
* Must be able to maintain the confidentiality of student information and records
* Other duties as assigned by building administration.
* 193-day work year; plus, eleven (11) paid holidays (204 total)
* Seven (7) hour work day
* Salary per the negotiated agreement

I wish to be considered for the Administrative Secretary position at Cambridge Intermediate School.

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

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

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

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