

# CALHOUN COUNTY SCHOOLS

P.O. BOX 2084 Anniston, AL 36202

## POSITION VACANCY

**Position:** Secretary - Posting No. S-19-17

**Location:** Central Office

**Estimate Date of Employment:** May 17, 2019

**Qualifications:** High School Diploma  
Must have a Valid Alabama Driver's Licence  
Must have at least three (3) years successful experience as a secretary in a similar position  
Must have excellent communication/organizational skills  
Knowledge and understanding of computer technology including proficiency in Microsoft Office XP  
Proven ability to work well with others  
Letter-composition skills  
Multi-tasking skills  
Good attendance and work record at previous employment

**Duties/Responsibilities:** Report directly to the Superintendent  
Maintain Superintendent's calendar  
Organize Superintendent's mail  
Process bids  
Maintain Fleet Insurance records  
Process insurance claims for buildings and contents  
Assist Superintendent in developing content and agenda for all board meetings  
Serve as recorder for board meetings  
Type minutes/maintain official School Board Minutes book  
Post all position vacancies on Website/Teach in Alabama  
Draft employment, resignation, retirement, transfer letters, etc. for personnel items approved by the Board  
Compile and produce system-wide Personnel Directory  
Process On-the-Job Injury Forms  
Perform other duties as assigned by the Superintendent

**Length of Contract/Terms:** 12 months/240 days

**Salary:** As per Board salary schedule for this position

**Application Process:** Submit an Application, a resume, a completed Applicant Disclosure/Release form, letter of interest :

**Mr. Donald A. Turner, Jr., Superintendent**  
**Calhoun County Board of Education**  
**P.O. Box 2084**  
**Anniston, Alabama 36202-2084**

**Application Deadline:** April 30, 2019

*It is the policy of the Calhoun County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*

DATE POSTED:4/17/19

APPROVED:  Supt.