

**Fairfield Public Schools
Fairfield, Connecticut 06825**

NOTICE OF AVAILABLE POSITION

POSITION: Administrative Secretary II (Human Resources)

BRIEF JOB DESCRIPTION: Provides secretarial and clerical and records keeping work of a confidential and responsible nature for the Director of Human Resources; maintains the District employment application records, including the on-line district application system.

MINIMUM QUALIFICATIONS: The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical experience or an equivalent combination of education and experience. This position requires strong administrative clerical, computer and secretarial skills. Strong organizational skills are necessary due to the variety of activities, frequent interruptions and the responsibility of accuracy in maintaining personnel records. Good interpersonal skills are essential due to the high level of contact with future employees of the school District. The secretary deals with confidential information and must use discretion in the performance of her duties.

SALARY: Classification S-9-\$38,613 (Step 1) to \$41,763 (Step 3)

WORK PERIOD: 12 months

STARTING DATE: Negotiable

FILING DATE: Until Filled

CREDENTIALS REQUIRED: Complete application online at www.fairfieldschools.org

*****There may be a computerized test and written test as part of the interview process for this position.*****