

**Fairfield Public Schools
Fairfield, Connecticut 06825**

NOTICE OF AVAILABLE POSITION

*** FOR THE DURATION OF THE POSTING PERIOD (FILING DATE) NOTED BELOW, THIS POSITION IS ONLY OPEN TO MEMBERS OF THE FAIRFIELD ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (FAEOP.)***

POSITION: Administrative Secretary II (Human Resources Accounts)

BRIEF JOB DESCRIPTION: Provides secretarial and clerical administrative assistance of a confidential, complex, and responsible nature in the Human Resources Office. This includes tuition reimbursements, degree changes, student teaching/intern assignment coordination, TEAM program, human resources accounts, purchase orders and input of all hourly, coaches and summer school employees.

MINIMUM QUALIFICATIONS: The skills and knowledge required would generally be acquired with a high school education, and three years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. The position requires a combination of secretarial, human resources, word and data processing, spreadsheet and people skills. Strong organizational skills are necessary due to the variety of activities, frequent interruptions and the responsibility of accuracy in maintaining personnel records.

SALARY: Classification S-9-\$38,613 (Step 1) to \$45,172 (Step 5)

WORK PERIOD: 12 months

STARTING DATE: ASAP

FILING DATE: Please complete application online at www.fairfieldschools.org

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