

**Fairfield Public Schools
Fairfield, Connecticut 06825**

NOTICE OF AVAILABLE POSITION

POSITION: School District Registrar

BRIEF JOB DESCRIPTION: Acts as the District's Registrar and is responsible for enrolling newest enrollees to the district. Verifies residency and enters all records into the District's database. Performs office, clerical and administrative support work for a District Administrator. Performs Front Desk Reception Duties. Does related work as required.

MINIMUM

QUALIFICATIONS:

Ability to establish and work effectively with the public and school district personnel, both orally and in writing; ability to plan, organize and efficiently perform clerical functions with discretion, tact, courtesy and accuracy. The position requires resourcefulness; good judgement; and strong initiative. Must be a self-starter, comfortable working independently, with people and numbers, interacting with local police department personnel, families and the public, and capable of interpreting Board of Education policy to the public in a pleasant and affirmative manner.

Graduation from high school or high school equivalency diploma and either (a) five years of work experience which must have included the operation of automated office systems to generate reports, correspondence, memos or in the maintenance of databases; or (b) an Associate's Degree in Office Technology, Secretarial Sciences or closely related field and three years of experience as in (a) above; or (c) a satisfactory equivalent combination of the above training and experience.

SALARY: Classification S-8.5-\$37,649 (Step 1) to \$40,721 (Step 3)

WORK PERIOD: 12 months

STARTING DATE: July 31, 2017

FILING DATE: Until Filled

**CREDENTIALS
REQUIRED:** Please complete application online.