

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

NOTICE OF AVAILABLE POSITION

- POSITION:** Continuing Education/Registration Secretary (new position)
(S-9, 12 Months)
- RESPONSIBLE TO:** Receives oral or written direction from the Chief of Staff; who outlines general policies, assigns duties and periodically reviews work for conformance with standards; performs regular duties on own initiative.
- ESSENTIAL FUNCTIONS:** Provides administrative and secretarial assistance of a confidential, complex and responsible nature in the Continuing Education and Registrar's Office.
- MINIMUM QUALIFICATIONS:** Good knowledge of modern office procedures and terminology; good knowledge of business English, spelling and arithmetic; ability to operate personal computers and software programs such as Microsoft Word, Power Point, Excel; ability to manipulate a standard alpha-numeric keyboard at a rate of 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to produce a variety of formats for correspondence, records, reports and maintenance of files.
- The skills and knowledge required would generally be acquired with a high school education, and four 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.
- SALARY:** Classification S-9- \$38,613(Step 1) to \$41,763 (Step 3) **DOE**
- WORK PERIOD:** Twelve (12) months
- STARTING DATE:** ASAP
- FILING DATE:** Until Filled
- CREDENTIALS REQUIRED:** Complete application online