

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

NOTICE OF AVAILABLE POSITION

- POSITION:** Administrative Secretary III (Pupil & Counseling Services)
(S-11, 12 Months)
- RESPONSIBLE TO:** Receives general direction from Director of Pupil Services & School Counseling and authorized school administrators as appropriate; independently performs duties, exercising judgment and tact in answering inquiries and determining matters requiring supervisor's attention.
- ESSENTIAL FUNCTIONS:** Provides secretarial and office administrative assistance of a confidential and responsible nature for the Director of Pupil Services & School Counseling; coordinates student testing and scholarship programs; organizes data for governmental reports, centralizes senior records at the end of the year; and completes registration of students initiated at central office.
- MINIMUM QUALIFICATIONS:** Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to work independently. Ability to apply principles of office management to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Must be proficient in Microsoft Office, Excel, and Google platforms including having strong organization, verbal, grammar and written communication skills as well as the ability to process data in Excel and Infinite Campus with accuracy. Ability to organize and maintain diverse data, files and records. The skills and knowledge required would generally be acquired with graduation from high school and four years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience.
- SALARY:** Classification S-11- \$42,843(Step 1) to \$46,340 (Step 3)
- WORK PERIOD:** 12 months
- STARTING DATE:** December 3, 2018
- FILING DATE:** Until Filled
- CREDENTIALS REQUIRED:** Please Apply online at www.fairfieldschools.org
(Human Resources-Employment opportunities)

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

9/18/2018