

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

NOTICE OF AVAILABLE POSITION

- POSITION:** Middle School Secretary/Receptionist (Tomlinson)
(S-8, 10.5 Months)
- RESPONSIBLE TO:** Receives general supervision from Principal or other school administrators; and task or project supervision from Principal's Secretary.
- ESSENTIAL FUNCTIONS:** Performs clerical, receptionist and secretarial duties in the main office of the school; greets and screens students, staff and visitors need, and provides information or refers persons to appropriate office or staff member.
- MINIMUM QUALIFICATIONS:** Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to perform basic bookkeeping tasks. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment. The job requires strong administrative clerical, secretarial skills and organizational skills. Interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. The secretary deals with confidential information and must use discretion in the performance of his/her duties. The skills and knowledge required would generally be acquired with graduation from high school and one year of responsible secretarial or clerical experience or an equivalent combination of education and experience.
- SALARY:** Classification S-8- \$32,515(Step 1) to \$35,169 (Step 3)
- WORK PERIOD:** 10.5 months
- STARTING DATE:** November 15, 2018
- FILING DATE:** November 8, 2018
- CREDENTIALS REQUIRED:** Please apply online at www.fairfieldschools.

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