

**Fairfield Public Schools
Fairfield, Connecticut 06825**

NOTICE OF AVAILABLE POSITION

POSITION: Secretary –Food Services (S-9, 11 Months) 208 days

BRIEF JOB DESCRIPTION: Performs independent and responsible clerical, secretarial and computer work using current office technology and programs. Responsible for timely and accurate calculations and entries and a variety of assigned tasks within the scope of the Food Services/ Business Offices. This job requires strong computer and multi-tasking skills as well as clerical, secretarial and organizational skills. The secretary deals with confidential information and it is essential that she use discretion in the performance of duties.

MINIMUM QUALIFICATIONS: The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical experience or an equivalent combination of education and experience. Strong computer and interpersonal skills are required. The Secretary receives frequent telephone calls and other interruptions; it is essential that the secretary be pleasant, calm, efficient and helpful in all contacts.

SALARY: Classification S-9-\$35,083 (Step 1) to \$37,946 (Step 3) + 14 days per diem rate

WORK PERIOD: 11 months (208 days)

STARTING DATE: August, 2019

FILING DATE: Until Filled

Respond to: **Pleas complete an application online**

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