

## **Fairborn City Schools**

306 E. Whittier Avenue  
Fairborn OH 45324  
(937)878-3961  
(937)879-8180

### **JOB OPENING**

**DATE:** May 19, 2017

**POSITION:** Secretary – 10 Month  
Projected Start Date: September 1, 2017

**LOCATION:** Baker Middle School

**SALARY:** Starting Pay: \$14.69 per hour 8 hours per day

**APPLICATION DEADLINE:** May 25, 2017

#### **QUALIFICATIONS:**

1. Skills in filing, recording and preparing student records.
2. Hold a minimum of a high school diploma.
3. Possess word processing and other computer skills, such as DASL.
4. Possess effective office, organizational and planning skills.
5. Ability to work as a school and office team member.
6. Have a work record of punctuality, regular attendance, good interpersonal relation skills and effective job performance.
7. Maintain the confidentiality of privileged information.
8. Skill performance may be tested.
9. Applicants will be reviewed and interviews may be limited.

Applicants desiring consideration for this position may apply by sending a letter to Mr. Ed Gibbons (Egibbons@fairborn.k12.oh.us), Director of Business Affairs/Classified Personnel, at 306 E. Whittier Avenue, Fairborn, Ohio 45324. If not a full-time employee, applications must include three (3) letters of reference with the address and phone number of the person making the recommendation/reference.