Fairborn City Schools
306 E Whittier Avenue
Fairborn, OH 45324
(937)878-3961
(937)879-8180

JOB OPENING

DATE: February 5, 2016

POSITION: Secretary/Receptionist - 12 months
(8 hours per day, 250 days)

LOCATION: Central Office

SALARY RANGE: $14.90 to $29.40 per hour

DUE DATE: February 11, 2016

FUNCTIONS AND QUALIFICATIONS:

- Answer all incoming calls
- Ability to answer numerous questions each day – able to handle complex and difficult situations before directing them to the proper person
- Sort and distribute postal mail
- Order office supplies for workroom and keep inventory of supplies on hand
- Primary contact for all Board office machines
- Maintain schedule for board room and administrative calendars
- Assist all departments, when necessary (time permitting)
- Maintain respect at all times for confidential information
- Prepare letters, reports, requisitions, and other documents; proof for accuracy
- Perform routine office duties
- Make contact with the public with tact and diplomacy
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Experience with word processing, secretarial duties, and communication skills (verbal and written)

Applications will be reviewed and interviews may be limited. Skill performance may be tested.

CONTACT: Ed Gibbons
egibbons@fairborn.k12.oh.us

Applicants (if an employee of the school district) desiring consideration for this position may apply by sending a letter to Ed Gibbons, within five (5) working days.

If not an employee of the school district, applicants must complete the application form available from the Business Office and three (3) letters of reference/recommendation with the address and phone number of the person making the reference/recommendation must be attached to the application.