

Fairborn City Schools

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

JOB OPENING

DATE: September 26, 2023

POSITION: Secretary – 12 Month

LOCATION: Transportation Department

SALARY: Starting Pay: \$19.89 per hour, 8 hours per day

APPLICATION DEADLINE: Until Filled - Repost

QUALIFICATIONS:

1. Ability to perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors.
2. Ability to operate and maintain all office equipment.
3. Ability to assist in preparing biweekly payroll including leave forms.
4. Ability to work closely with Transportation Supervisor and Routing Assistant.
5. Previous secretarial experience is highly desirable.
6. Have basic computer skills.
7. Maintain a valid Ohio School Bus Commercial Driver's License (CDL)
8. Ability to operate office equipment, e.g., copy machine, fax machine, computer.
9. Skill performance may be tested.
10. Applicants will be reviewed and interviews may be limited.

CONTACT: Amy Gayheart, Assistant Superintendent
agayheart@fairborn.k12.oh.us
937-878-3961, Ext 1119

PROCEDURE FOR APPLICATION:

Applicants must complete the application at the Dayton Area School Consortium at: <https://www.applitrack.com/dayton/onlineapp/>