

Fairborn City Schools

306 E. Whittier Avenue

Fairborn OH 45324

(937)878-3961

(937)879-8180

JOB OPENING

DATE: September 6, 2022

POSITION: Transportation Secretary – long term substitute

LOCATION: Transportation Department

APPLICATION DEADLINE: Until filled

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, Secretary and Routing Assistant.
5. Previous secretarial experience is highly desirable.
6. Have basic computer skills.
7. Ability to operate office equipment, e.g., copy machine, fax machine, computer.
8. Skill performance may be tested.
9. Applicants will be reviewed and interviews may be limited.

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

APPLICATION PROCEDURE:

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