

POSTING DATE: 2/2/12
POSTING NO. 8/2011-2012

**NOTICE:
SUPPORT STAFF VACANCY**

**Weatherford Public Schools
Administrative Office**

516 North Broadway
Weatherford, Oklahoma 73096
Phone: (580) 772-3327
Fax: (580) 774-0821

Listed below is a current vacancy for a support staff position in the Weatherford Public Schools. All salaries for support positions are based on earned position on the salary schedule.

JOB TITLE: SECRETARY

SCHOOL SITE: WEATHERFORD ADMINISTRATIVE OFFICE

GENERAL JOB DESCRIPTION

- * Ability to think and work in a fast-paced environment
- * Computer skills
- * Knowledge of office procedures
- * Organizational skills
- * Phone system knowledge
- * Willingness to follow instructions for assignment
- * Interpersonal skills
- * Responsible for incoming and outgoing mail
- * Knowledge of FAX machines, copy machines, and regulations

**APPLICATIONS MAY BE OBTAINED AT THE ADMINISTRATION BUILDING
516 NORTH BROADWAY**

Position will be filled when suitable applicant is found.

Weatherford Public Schools considers all qualified applicants for each position and does not discriminate with regard to race, color, religion, sex, national origin, age, marital, or veteran status, or disability. This is policy followed in the operation of its educational programs and activities, recruitment, admissions, and employment practices.