

POSITION ANNOUNCEMENT

DATE: September 26, 2018

GREENE COUNTY SCHOOLS

CLASSIFIED POSITIONS

POSITION	QUALIFICATIONS	LOCATION	SALARY	CLOSING DATE
<p>Secretary/ Bookkeeper</p>	<ol style="list-style-type: none"> 1. Provide general secretarial services as needed. 2. Answer and refer calls to appropriate individuals in the system. 3. Assist with composing and forwarding reports, correspondences, and other written materials. 4. Assume general receptionist duties such as answering phone, greeting school visitors, etc. 5. Assume bookkeeping skills and duties. 6. Assume other reasonable and equitable job-related duties as assigned by the immediate supervisor. 7. A High School graduate or GED equivalent. 8. Computer skills in word processing, excel, outlook, etc. 9. Any additions to the above qualifications that the Board and Superintendent may feel appropriate and necessary. 	<p>Eutaw Primary School</p>	<p>System Salary Schedule</p>	<p>October 4, 2018 or Until Filled</p>

THE GREENE COUNTY SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. "NO PERSON SHALL BE DENIED EMPLOYMENT, EXCLUDED FROM PARTICIPATION IN PROGRAM OR ACTIVITY ON THE BASIS OF DISABILITY, SEX, RACE, RELIGION, NATIONAL ORIGIN, COLOR OR AGE"

Submit application to
 Superintendent's Office
 220 Main Street
 Eutaw, Alabama 35462
 (205) 372-2101 Ext 2224