

## Application Instructions for School Secretary

This position requires working under the direction of the principal, performing a variety of secretarial, bookkeeping and office organizational duties, some of which are extremely confidential. Supports staff in carrying out the objectives of the educational program in the school setting; performs related duties as required.

### Qualifications:

1. Excellent computer skills including Microsoft Office and proficient typing skills.
2. Accounting and budgeting skills.
3. Possess excellent people skills to maintain a good working relationship and be sensitive to the needs of the students, staff and the public.
4. Possess organization skills coupled with taking initiative, networking, multi-tasking and problem solving is required.
5. High school diploma or GED certificate.

**To Apply:** Fully complete the application and return to the school board office, 7244 E Main St., Reynoldsburg, Ohio 43068 to the attention of **Civil Service**. Attach a copy of your high school diploma (or transcript) or GED. To obtain veterans points you must attach a copy of your DD214 showing honorable discharge and at least 180 days of active duty. Confirmation that your application and resume were received will be emailed upon receipt.

**Deadline to apply:** September 7, 2016 at 4:30 pm (applications must be postmarked by the deadline).

### Examination Information:

Examination Date: September 12th at 6:30 p.m. You must be able to take the examination on this date and time. Bring photo ID for check-in purposes, beginning any time after 6:15 pm.

Examination Location: Inside the Reynoldsburg Police Department building at 7240 E Main Street.

Examination is general knowledge and includes sections on spelling, vocabulary, filing, basic math, reading comprehension and Microsoft Office. No study guide is needed. Allow 1 hour. Additional testing may be given to candidates selected for interviews, particularly typing proficiency and computer skills.

**Starting wage:** \$14.30/hour, may be negotiable commensurate of experience and skills, with excellent benefits.

**Questions:** Call Linda or Billie with the Civil Service Commission at 614-322-6934 or email [civilservice@reypd.com](mailto:civilservice@reypd.com). The commission is a part-time office. Please leave a detailed message so we can respond.

The Reynoldsburg School District is an Equal Opportunity Employer.