

**Clarendon CISD**  
**VACANCY ANNOUNCEMENT – 5-3-18**

**Position Title:** **Jr. High Secretary**

**Position Summary:**

- Ensure efficient operation of school administrative office and provide clerical services for the Jr. High Principal.

**Qualifications:**

**Education/Certification**

- High School diploma or GED a must – Associates Degree Preferred

**Experience**

**Special Knowledge/Skills**

- Proficient keyboarding and file maintenance skills
- Ability to use software to develop spreadsheets, databases, and do word processing
- Ability to maintain accurate and auditable records
- Knowledge of basic accounting principles
- Ability to follow verbal and written instructions
- Ability to perform a variety of tasks often changing assignment on short notice
- Effective organizational, communication, and interpersonal skills

**Duties and Responsibilities (examples):**

- Records, Report, & Correspondence
- Reception & Phones
- Accounting & Inventory
- Other including maintaining confidentiality

**Salary:**

- As per local salary schedule

**Length of Work Year:**

- 218 days

**Application Procedures:**

- **Complete and submit application**  
Application available on District Web Site under:  
“Employment Opportunities”. The following is a link to the paraprofessional application:  
<http://www.clarendonisd.net/vimages/shared/vnews/stories/4d933b7542bf1/ParaprofApp-Fillable.pdf>
- **District Contact: Mr. John Taylor, Principal – (806) 874-3232**

**Application Deadline:**

- **Until Filled**