

NOTICE OF VACANCY

JACKSONVILLE INDEPENDENT SCHOOL DISTRICT
PLEASE POST

POSITION: **OFFICE SECRETARY/PEIMS CLERK
Nichols Intermediate**

QUALIFICATIONS: High school diploma or GED
Proficient computer skills
Effective organizational, communication, and interpersonal skills
Ability to operate multi-line phone system
Secretarial experience preferred

MAJOR RESPONSIBILITIES
AND DUTIES:

- Maintain physical and computerized records
- Receive incoming calls and take reliable messages
- Organize and perform clerical duties and composing correspondence
- Enter PEIMS data and daily attendance
- Register, schedule and withdraw students
- Work cooperatively with others
- Maintain confidentiality
- Assist administrators, office staff, parents and community
- Other duties as assigned

STIPEND/SALARY: Based on JISD Salary Schedule

LENGTH OF WORK
YEAR: 10.5 months

HOW TO APPLY: In-District Applicants: Send letter of interest/transfer request to:
Nancy Lee, Human Resources Director
P.O. Box 631; Jacksonville, Texas 75766
nlee@jacksonvilleisd.org
Out of District Applicants: Apply online at:
www.jacksonvilleisd.org

DEADLINE: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER