



## *POSITION VACANCY*

<b>Position:</b>	Career Tech Director's Secretary
<b>Reports To:</b>	Career Tech Director
<b>Starting Date:</b>	March 1, 2020
<b>Salary Range:</b>	Commensurate with experience (Secretarial Salary Schedule)
<b>Work Week/Year:</b>	250 days
<b>Requirements:</b>	High school diploma/GED; Business education course work; pre-employment skill exam. Must possess the ability to multitask, be proficient in financial record keeping, Google Docs, Microsoft Office software applications, office protocols, spelling, proofreading, and grammar. Must maintain confidentiality, be organized, flexible, adapt easily to change, give careful attention to detail and provide effective customer service. Must possess strong diplomacy skills and congenial telephone etiquette. Punctuality and excellent attendance required.
<b>Responsibilities:</b>	Process all financial documents needed for daily operations. Maintain electronic databases and paper filing systems that support the safe and efficient retention and retrieval of files/records. Greet and assist office visitors and students. Answer phone calls and take messages. Other clerical duties as assigned.
<b>Application Deadline:</b>	Until filled
<b>Apply To:</b>	Dr. Rick Smith, Superintendent Ohio Hi-Point Career Center 2280 St Rt 540, Bellefontaine OH 43311 rsmith@ohiohipoint.com