

SHARON CITY SCHOOL DISTRICT

215 Forker Boulevard
Sharon, PA 16146

VACANCY NOTICE

POSTING DATE: February 27, 2023

In accordance with School District practice, the following positions are open:

POSITION: *Potential 10-Month Administrative Secretary*

SALARY/BENEFITS:

- As per AFSCME Contract

HOURS: As per AFSCME Contract:

- **10-Month position** – 213 days, 1664 hours annually
(8 hrs/day school year & 6 hrs/day summer)
- Must possess strong computer & general office/secretarial skills
- Must possess knowledge of Microsoft Office Suite and Google Suite
- Ability to operate office equipment

REQUIREMENTS:

- PA Criminal History Record Clearance (Act 34)
- PA Child Abuse Clearance (Act 151)
- FBI Criminal History Record (Act 114)
- Mandated Reporter Training (Act 126)

Clearances must be less than one (1) year old.

INFORMATION: Superintendent's Office
724-983-4001

DEADLINE: March 13, 2023

**FORWARD LETTER OF INTEREST,
APPLICATION & SUPPORTING
DOCUMENTATION TO:** SECRETARY APPLICATION
Sharon City School District
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Federal, State and Local Laws Prohibit Discrimination Because of Race,
Color, Sex, Age, Religion, Creed, National Origin, Ancestry.
The Sharon City School District is an Equal Opportunity Employer.