

ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

OFFICE OF THE SUPERINTENDENT

Mr. Joel Mahaffey



Dawn Cook
Corporation Treasurer

Arnita Heyerly
Director of Human Resources

Kelli Fuhrmann
Secretary to Superintendent

Notice of Vacancy

Date: July 5, 2023

Deadline to Apply: July 14, 2023

Position: MS-HS Guidance Secretary

Starting Date: Upcoming school year

Essential Functions of the Position: To perform the job successfully, an individual must be able to perform each essential function satisfactorily:

- Perform the necessary office routines and practices associated with a busy, yet productive and smoothly run guidance office
- Assist with withdrawals and enrollments
- Maintain student records confidentially
- Copy and mail current student transcript requests.
- Recordkeeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette

Must have the ability to:

- Perform a wide variety of clerical and secretarial duties
- Understand and follow oral and written directions
- Compose correspondence independently
- Complete work with many interruptions



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- Work independently
- Establish and maintain cooperative and effective working relationships with others
- Operate a variety of office machines including computer terminal, calculator and copiers
- Build and maintain good public relations with students, parents, teachers, and the public
- Meet schedules and time lines
- Plan and organize work
- Compile and maintain accurate records and prepare reports
- Work confidentially with discretion
- Communicate effectively both orally and in writing

Immediate Supervisor: Mrs. Katie Isch, MS-HS Principal

Those interested in applying for this position may do so by obtaining an application through the Adams Central Community Schools website: www.accs.k12.in.us and submitting a letter of interest, resume, three (3) current letters of recommendation: [Adams Central Community Schools, Attn: Director of Human Resources, 222 West Washington Street, Monroe, IN 46772](#) or email: hr@accs.k12.in.us.

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