

Position Open



36727 Jefferson Avenue  
Harrison Township, MI 48045-2917  
(586) 783-6300

Please post:  
September 5, 2007

## CLERICAL

### 2007-2008 SCHOOL YEAR

**POSITION:** Secretary to Principal  
Classification 4, 47 weeks  
(effective 9/17/07)

**BUILDING:** Pankow Center

**PAY RATE:** \$14.15 per hour with benefits

**HOURS:** 7.5 hours per day

#### **QUALIFICATIONS:**

1. High school graduate or equivalent.
2. Typing skills (minimum of 60 wpm).
3. Basic proficiency in shorthand / speedwriting (80 wpm).
4. Strong computer skills with experience on spreadsheets, database and word processing (Microsoft Office Suite).
5. Basic Proficiency in accounting / bookkeeping.
6. Knowledge of general office procedures, phone, filing, copy machines.
7. Three years related experience.
8. Demonstrated ability to communicate effectively and work cooperatively with students, staff members and parents.
9. Excellent organizational skills and demonstrated ability to work effectively in a fast-paced, multi-task environment.

Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

All persons interested in the above position should send their in-district employee application form (if district employee) or letter of application to the Personnel Office, 36727 Jefferson Avenue, Harrison Township, MI 48045-2917 **on or before Tuesday, September 11, 2007, at 4:00 p.m.**

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Gary L. Mrak  
Director for Personnel