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Assistant Superintendent

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Robin J. Smith
Secretary

**POSTING FOR CURRENT EESSP EMPLOYEES ONLY
POSITION OPEN (2)**

Title: Part-time Hourly Secretary

Location: Pfeiffer Burleigh (1); Joanna Connell (1)

Salary: \$11.33/hr (no fringe benefits)

Requirements:

- High School graduate with emphasis on business skills

Demonstrated proficiency in:

- Word processing (minimum score of **55** wpm with a maximum of 3 errors)
- General clerical duties: filing, reports, telephone
- Excellent English skills: composition, spelling, grammar
- Ability to communicate well with personnel and visitors daily
- Minimum 2 years office clerical experience
- Ability to organize and maintain an efficient and pleasant office
- Ability to work independently, be flexible and respond to sudden changes

TESTS WILL BE ADMINISTERED

Applicants for this position should apply in writing to the Human Resources Department, 148 West 21st Street, Erie PA 16502, no later than 3:30 p.m. **August 26, 2016.** Current bargaining unit personnel should provide Carol Niedzwiecki, EESSP President, with a copy of their letter of interest.

POST: 8:00 AM AUGUST 22, 2016

REMOVE: 3:30 PM AUGUST 26, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502, (814) 874-6080.

Erie's Public Schools
148 West 21st Street
Erie, PA 16502-2834
P: 814.874.6000
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