



ATTENDANCE SECRETARY

BEGINNING DATE: August 8, 2022

REQUIREMENTS: Possess a high school diploma or equivalent. Postsecondary certificate or associate degree preferred. A minimum of three years of secretarial experience. Proficient at typing and Microsoft Office Computer operations. Excellent verbal and written communication skills, sensitive to confidential issues, detail-oriented with strong organizational skills in a multi-task environment. Strong human relations, computer, and time management skills.

RESPONSIBILITIES: Greet all visitors, answer phones, and unlock doors for visitors/students/etc. Place auto phone calls daily to parents when students are absent. Maintain and process daily and cumulative student attendance records. Collect and report student school fees. Balance deposit records with the Treasurer's Office at the end of each school year. Collect information and update forms for student fee charges/make changes in Infinite Campus and assign fees to all students.

COMPENSATION: 7 ½ hours/day – 37 ½ hours/week – 200 days/year
Full-time with Benefits
Classification B (\$16.75 -\$19.15/hr.)

CONTACT: Qualified, interested applicants should send a resume and cover letter to applicant@thecareercenter.net :

Anthony Huffman, Superintendent
Washington County Career Center
21740 State Route 676
Marietta, OH 45750
(740) 373-2766 Ext. 1040

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