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## DALE COUNTY BOARD OF EDUCATION

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### NOTICE OF VACANCY

### ADVERTISEMENT # 138

The Dale County School System anticipates the following possible vacancies for the 2023-2024 school year:

#### **Support**

School Secretary/Bookkeeper (10 month position)

#### Requirements:

- (1) High school diploma or equivalent, supplemented by business courses
- (2) Minimum of two (2) years bookkeeping experience
- (3) Post-secondary training in secretarial and accounting preferred

Applications for this position will be taken and reviewed. This position will be filled from qualified applicants. No applicant will be employed without a formal application. Those interested in this position can apply through Central Office. An application can be downloaded from the Dale County Board of Education website at [www.dalecountyboe.org](http://www.dalecountyboe.org).

Applicants already employed by the Dale County Board of Education interested in this position may submit a letter indicating interest.

The Dale County Board of Education, upon the Superintendent's recommendation, may approve an in-system lateral transfer to an existing vacancy and file the resulting vacancy through the normal screening, interviewing, and recommendation process.

Salary is based on the State of Alabama salary matrix.

The Dale County Board of Education is an Equal Opportunity Employer.

Applications will be accepted until the position has been filled.

Ben Baker,  
Superintendent  
Dale County Schools