

Appendix A
Tawas Area Schools
School Secretary Vacancy
High School Counseling Office
Minimum Qualifications
(For Job Posting Purposes Only)

1. High school graduate with minimum of two years' college and/or two years' secretarial experience preferred.
2. Must show ability to type a minimum of 60 w.p.m. and set up a business letter or report.
3. Knowledge and experience with the use of computers; Apple/IBM and associated software required.
4. Bookkeeping knowledge and/or experience required.
5. Working knowledge of various office machines (copier, fax, computers, printers, etc) required.
6. The ability to work with school age children, their parents, and staff, with tact and courtesy.
7. The use of professional telephone etiquette that is appropriate and effective.
8. The ability to supervise student office assistants as assigned.
9. The ability to edit and proofread various documents as they are developed.
10. The ability to compose a professional business letter.
11. Must be well organized and able to function in stressful situations.
12. Must be able to effectively manage a fast-paced office while maintaining stability.
13. Some knowledge and/or experience of legal terminology (possessing the ability to read and comprehend legal terms as they pertain to school legislature) preferred.
14. Must possess willingness to continue education associated with the position to remain current with skills and changing educational laws.
15. The ability to work cooperatively with other office personnel and administration
16. Must be able to handle confidential information with discretion.
17. The ability to maintain a positive attitude toward the job assignment and the school system.
18. Must take and pass a physical examination by the school physician before hiring.
19. It is the district's expectation that the individual will show initiative, present a good public image, and conduct good public relations.
20. New employees must sign a certified statement, under penalty of perjury, that he or she is a citizen or national of the United States or an alien authorized to be employed in the United States.
21. Must successfully complete drug screening, background check and fingerprinting and pay for the processing of those items.

A \$1,000 signing bonus is available. More details will be provided during the interview process.

This position is for a high school counseling office secretary. This is a full-time school term position. All interested applicants should submit a cover letter, resume and references to:

Tawas Area Schools
245 W. M-55
Tawas City, MI 48763
Attention: Carrie Huitema (chuitema@tawas.net)

Applications will be accepted until 3:00 p.m. on Friday, October 14, 2022.

Date of Posting: Monday, September 26, 2022.

The Tawas Area School District does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and services, including employment opportunities.