

Doss CCSD: Position Posting
Administrative Assistant

Employment Opportunity

Posting 05.01.23



Doss CCSD is seeking an Administrative Assistant

Timeline:

Position Posted:	05.01.23
Position Closes:	Until Filled
Interviews:	To Be Determined
Preferred Start Date:	As Soon as Possible

Professional Qualifications:

College Preferred, High School/Equivalent Required
Three years or more of advanced office experience
Prior experience in public school office or similar entity
Assent to criminal background check and fingerprinting

Personal Qualifications:

Expert communication skills and interpersonal aptitude
Propensity to maintain school privacy and confidentiality
Experienced word processing and file maintenance skills
Ability to use personal computer and software for projects
Knowledge of school organization, operations, administration

Salary and Benefits:

Salary commensurate with experience
Salary on CCSD 12-month (220 day) Salary Scale
CCSD offers employee insurance and leave benefits
Roles/responsibilities/assignment identified in interview

Send letter of interest, application, certificate and resume to:

Pam Seipp, Doss CCSD , P.O. Box 50, Doss, TX 78618
or email: pseipp@doss.txed.net Phone: 830-669-2411

Doss CCSD website: www.dossccsd.org

Deadline:
Until Filled

Posted: 05.01.23

Nondiscrimination Notice:

Doss CCSD does not discriminate against any person on the basis of race, color, national origin, gender, disability, or age for admission, treatment, or participation in its educational programs , services and activities, or employment.

Doss CCSD is an Equal Opportunity Employer