

DEKALB COUNTY BOARD OF EDUCATION

306 Main Street West – P.O. Box 1668
Rainsville, Alabama 35986 Phone 638-6921

ANNOUNCEMENT OF PERSONNEL VACANCY

2018-159

APPLICATION PERIOD: September 5, 2018 – September 12, 2018

LOCATION: Facilities Building

POSITION: Secretary (Maintenance Department)

QUALIFICATIONS: High School/GED Diploma
Prefer Experience in Accounting
Working knowledge of office procedures and appropriate software.
Background, Drug and TB Test Clearance

DUTIES: Receptionist, filing and duties assigned by Principal

SALARY: \$33,092.22 - Beginning Annual Salary
Based on Experience and the DeKalb County Board of Education Approved Salary Schedule.

Applications may be obtained online at Teach-In Alabama which can be accessed by going to https://ats1.searchsoft.net/ats/app_login.shtml?COMPANY_ID=00008500 .

The DeKalb County Board of Education is committed to equal opportunity in employment and does not discriminate on the basis of age, sex, race, color, religion, disability or national origin.

Applicants will be notified if an interview is to be scheduled.

POSTED: September 5, 2018