



# Mount Vernon City Schools

## Secretary

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*Help us continue the tradition of excellence in education!*

### **POSITION:**

- Secretary to the Director of Student Services

### **DESCRIPTION:**

- Twelve (12) month position (follows 12-month Classified work calendar) *(Work calendars are subject to change in the event of calamity days or changes agreed upon by the Administration and Union)*
- Eight hours per day (7:30 a.m. – 4:00 p.m. - 30-minute unpaid lunch)

### **MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent
- Ability to use Google Workspace and be willing to learn additional programs as needed
- Knowledge of routine office machines
- Positive past work experience
- Must have favorable criminal record check, including BCI, on file
- Must possess the ability to work well with staff and public
- Must possess high level of confidentiality and organization
- Past secretarial experience required

### **SALARY:**

- Commensurate with experience and negotiated agreement

### **APPLICATION PROCEDURE:**

- Complete application – Only applications submitted online at <https://www.applitrack.com/mvcsd/onlineapp> will be accepted. We will not accept hard copy applications.
- Submit a letter of interest listing your qualifications and why you believe we should consider you for this position.
- Submit a current resume with references.

**APPLICATION TIMELINE:** Until vacancy is filled.

### **Mount Vernon City Schools is an Equal Opportunity Employer**

*Mount Vernon City Schools ensure equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Mount Vernon City Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making an application for any opening should contact the Department of Human Resources.*

**Date Posted:** Friday, August 1, 2025