

SCHOOL CITY OF WHITING

VACANCY ANNOUNCEMENT

- Position:** Corporation Secretary Administration Building
- Benefits:** Full Time- 12 month-with Benefits (Health, Dental, Vision, PERF, Vacation)
- Qualifications:** Must possess a minimum high school diploma; advanced computer knowledge, Excel, Word, and Internet
Possess excellent communication skills, organizational skills and knowledge of English grammar;
Ability to prioritize assignments and handle multiple tasks at the same time.
Demonstrates strong organizational skills, file management, and time management skills
Shows willingness and ability to pay strict attention to detail, deadlines, and state regulations
Has ability to maintain complex clerical records and prepare reports from such records
Has ability to make minor decisions in accordance with established policies and regulations
Has ability to deal with the public tactfully and courteously and to work harmoniously with other employees

Responsibilities:

- Assists in monitoring Administration building doors, Pre-K and Alternative Learning Visitors
- Performs bookkeeping tasks associated with the specific position, departments
- Maintains a schedule of appointments and arrangements for conferences and interviews
- Receive, sort, and deliver all central office incoming mail
- Oversees the receiving of all outgoing central office mail daily, meters postage on authorized matter; delivers outgoing mail to post office
- Receives and delivers inter-office written communication and safeguards the central office postage meter, and keeps an accounting for all postage spent
- Receive all incoming shipments and routes to the correct department/building/personnel promptly and maintain logs of such
- Maintains all Non-Resident files, communication records, and tracks non-resident enrollment
- Verify that all school corporation vehicles have active insurance coverage
- Maintains monthly nurse reports
- Responsible for maintaining the destruction of records per the SBOA
- Provide School Office Secretary support when needed.
- Orders and maintains supplies as needed
- Performs all other duties assigned by the Superintendent

Applications: All applicants must apply online. Please visit our website at www.whiting.k12.in.us. Under Job Opportunities, you will be able to view current openings and instructions on how to apply.

School City of Whiting is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.