

6-22-2023

TAYLOR SCHOOL DISTRICT

EXTERNAL

PERSONNEL MEMORANDUM

Position: Secretary Level II – Various Positions
12 month positions - start immediately
10 month positions - start August 21, 2023

Reports to: Director of Department assigned

RATE OF PAY: \$19.38/hour per Union Contract for the 2023-2024 school year

Minimum Qualifications:

- Typing – 50 wpm
- Qualify through the Personnel Office
- Speak fluent English
- Strong computer skills
- Must be able to function with the office structure and accurately perform all operations to that position
- Must be able to function as a confidential employee
- Must possess/practice good telephone etiquette

Generous benefit package which includes health, dental, vision options and paid holidays.

ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED

APPLICATION PROCEDURE:

You must provide your letter of interest, complete the application on-line and provide and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certification and licensure via AppliTrack at:

<https://www.taylorsschools.net/departments/human-recources/employment-opportunities>

Patricia A. DeLaTorre, Executive Director for Human Resources & Labor Relations
Taylor Board of Education
23033 Northline Road
Taylor, MI 48180

DEADLINE FOR RECEIVING APPLICATIONS IS: UNTIL FILLED

The Taylor School District does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, or disability in employment or any of its programs or activities.