

SECRETARY POSITION OTIS-BISON JR./SR. HIGH SCHOOL

U.S.D. 403, Otis-Bison, is accepting applications for a full-time secretary at the Otis-Bison Jr./Sr. High School. This position is 8 hours per day, 40 hours per week, starting immediately.

Duties will include but not be limited to:

- Secretarial/Clerical Services
- Basic Bookkeeping Services
- Preparation of Documents Utilized in School/Board Reports

Applicant qualifications will include but not be limited to:

- Good health
- Work dependability
- Good work habits
- Ability to take direction and work independently
- Knowledge of modern office practices
- Basic computer literacy
- Ability to provide typing and clerical service
- Ability to work with the public in a positive manner

Starting Salary: \$10.00 per hour

Position Location: Otis-Bison Jr./Sr. High School, Otis, KS 67565

Application Process: Qualified applicants should contact the District Office to secure an application. Typical office hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday. Individuals having questions may call the District Office at (785) 387-2201.

Application Deadline: Applications open until position is filled.

U.S.D. 403, Otis-Bison
P. O. Box 227
Otis, KS 67565

U.S.D. 403 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX or Section 504 may be directed to the Superintendent of Schools, who can be reached at (620) 923-4661, R. R. 1, Box 76A, Albert, KS 67511