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MEMORANDUM

DATE: November 12, 2021
TO: All Staff
FROM: Jonathan Davis, Superintendent
SUBJECT: **NOTICE OF POSITION OPENING**

At the present time, the following *full-time* position is open:

District Office Assistant

Location: District Office
Classification: Technician, 12-month, 8 hours/day
Days/Hours: Monday-Friday, 8 am-4:30 pm
Effective Date: Immediately
Letter of Interest Due: Noon, Wednesday, November 24, 2021
Contact: Jonathan Davis, Superintendent
Jonathan.Davis@pickawayross.com

This position shall be responsible for providing year-round secretarial support for the Maintenance and Technology departments, as well various other district office functions such as Human Resources support, data entry, record keeping, state and federal reporting, creating purchase orders, requisitions, and working with the Superintendent, the Superintendent's Executive Assistant, and the Treasurer's office staff on a daily basis. This position dictates utmost confidentiality because of the sensitive nature of the information involved. Excellent computer and customer service skills, including experience with SIS, Google Docs, Microsoft Suite, strong organizational skills and attention-to-detail are required. Bachelor's Degree preferred and/or extensive experience in a school setting performing many of the job responsibilities noted above.

The identified supervisor will be able to answer questions pertaining to requirements and/or desired qualifications.

Should you have an interest in this position, please provide written notice to *Jonathan.Davis@pickawayross.com*, no later than the date indicated above.

Thank you.