



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800 · Fax (907) 442-2172

POSITION VACANCY ANNOUNCEMENT C23-024

S-16-01

TITLE: Secretary II – Kotzebue Middle High School

QUALIFICATIONS:

1. High School Diploma, GED, or vocational/technical training.
2. At least two (2) years secretarial experience.
3. Experience with word processor, bookkeeping, and usual secretarial skills.
4. Type a minimum of 50 words per minute with editing skills.
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Principals

JOB GOAL: To assure the smooth and efficient operation of the office so that the office’s maximum positive impact can be realized.

PERFORMANCE RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

1. Does work of a confidential nature and relieves supervisor of designated administrative details.
2. The usual office routines and practices associated with a busy yet productive and efficient office.
3. Type letters, list reports, and inter-office communication.
4. Sets up and maintains accurate and up to date files of correspondence, reports, travel, and other district related information.
5. Gathers data and keeps records for preparing reports and other necessary documents.
6. Prepares requisitions for ordering supplies to operate the office.
7. Welcomes visitors, arranges for their comfort, and screens unexpected callers.
8. Answer telephone, screen calls and handles minor problems as appropriate.
9. Prepares all travel arrangements and itineraries.
10. Composes and distributes correspondence, prepares reports and other documents as needed.
11. Distributes correspondence through regular and inter-office mail.
12. Operates standard office machines as necessary.
13. Gathers, stamps and routes incoming and outgoing mail.
14. Promotes positive community relations through effective communication with the public, agency staff and District staff.
15. Performs other duties as assigned.

LENGTH OF POSITION: 7.5 hours per day, 215 days per school year

SALARY: Range 13 / Step 01, \$28.50 per hour

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board Policy.

APPLICATION PROCEDURES:

District Employees must submit to the Human Resources Department: request for transfer form, list of work experience and letter of recommendation from current supervisor.

Other Applicants must submit the following items to the human resources department: A completed application, at least three (3) current references (one from most recent employer). All references must have current telephone numbers.

**APPLICANTS ALREADY ON FILE MUST SUBMIT
A LETTER EXPRESSING INTEREST IN THE POSITION**

**ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE
THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION**

DATE ANNOUNCED June 28, 2022

DATE CLOSING Open Until Filled

***AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER
APPLICATIONS FROM MINORITIES ARE ENCOURAGED***