**Job Vacancy**

**Campus Secretary**

**Location:** Dell City ISD (PreK-12)

**Salary:** $14.03 Min. - $20.62 Max.

216 Days

**Posted:** January 3, 2019 Deadline: Until Filled

**Minimum Qualifications:**

* High School Diploma or Equivalent

**Special Knowledge/Skills:**

* Must possess basic clerical skills
* Must possess basic computer skills
* Demonstrate ability to effectively communicate with district employees and general public

**Required Documents:**

**\*Documents below must be attached/uploaded for application to be complete**

* Current and/or updated resume
* Copy of valid driver’s license
* Copy of high school diploma or equivalent
* Three current or former administrator/supervisor references required

 Safe and Friendly

 Community

Great Working Environment

 How to Apply

 [dellcity.schoolwires.com/](file:///C%3A%5CUsers%5Ccervantesr%5CDesktop%5Cdellcity.schoolwires.com%5C)

**Need Assistance:** Please come to our Central Administration Office at 110 Main St. Dell City, Texas 79837, for help on how to fill out the online application and use our computers.If you have any questions contact Human Resources at 915.964.2819 or email: archuletar@dellcityisd.com.