

POSITION	Secretary
LOCATION	Liberty Township Campus
GENERAL DESCRIPTION	<p>Butler Tech's Liberty Township Campus houses preparation and examination programs for Class A and Class D licensure. Programs related to areas of public safety are also offered at this campus, including law enforcement, firefighting, and EMS/Paramedic training.</p> <p>This position will provide customer service to students of the Class A and Class D licensure programs by processing intake items, scheduling appointments, processing payments, and submitting related reporting to state agencies. The Secretary will also contribute to the efficient operation of the campus by performing clerical and secretarial functions as needed.</p>
QUALIFICATIONS	<ul style="list-style-type: none"><li>• Minimum of high school diploma required;</li><li>• Minimum of three years of secretarial experience;</li><li>• Proficient in Microsoft Office Suite or similar software with the ability to learn new/updated systems;</li><li>• Excellent typing/keyboarding skills;</li><li>• Willingness and ability to work with students and staff as a team member;</li><li>• Pleasant, enthusiastic personality for face-to-face and telephone-based customer service;</li><li>• Service minded, congenial, and courteous demeanor;</li><li>• Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;</li><li>• State-issued identification card with photograph;</li><li>• History of strong work record, including good job attendance; and</li><li>• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.</li></ul>
START DATE	As Soon As Possible
SALARY	Based upon experience and education (Range: \$39,656 – 51,742)
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement; paid holidays and vacation time
WORK YEAR	260 days (12-month calendar); 8 hours/day; 1 <sup>st</sup> Shift
DEADLINE	Internal: Friday, December 16, 2022 External: Friday, December 23, 2022
APPLY TO	<a href="#">Butler Tech Careers</a>