

POSITION	Secretary
GENERAL DESCRIPTION	<p>The secretary will contribute to the efficient operation of the school office by welcoming and assisting visitors to the building, supporting financial processes, and maintaining files and records, among other duties. This position has a customer service focus and work closely with administrators, teachers, other support staff, students, parents, and guests to the building.</p> <p>This position works an 8-hour day with an anticipated schedule of 7:00am – 3:30pm.</p>
QUALIFICATIONS	<ul style="list-style-type: none">• High School Diploma or equivalent;• Ability to maintain a high degree of confidentiality;• Three years secretarial experience;• Microsoft experience in Word, Excel and Outlook required;• Experience with EMIS and DASL preferred;• Pleasant, enthusiastic personality for face-to-face and telephone-based customer service;• Service minded, congenial, and courteous demeanor;• Willingness and ability to work with students and staff as a team member;• Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;• Valid drivers' license, reliable transportation, and vehicle insurance;• History of strong work record, including good job attendance; and• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.
STARTING DATE	July 2025
SALARY	\$18.87 – 21.77/hour; \$32,456 – 37,444 with placement based on experience
LOCATION	Fairfield Township Campus, D Russel Lee Building
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement; paid holidays
WORK YEAR	215 days/year; 8 hours/day
DEADLINE	Internal: April 8, 2025; External: Until Filled
APPLY TO	Butler Tech Careers