

BOYERTOWN AREA SCHOOL DISTRICT
Human Resources Department
911 Montgomery Avenue
Boyertown, PA 19512
(610) 369-7606

October 14, 2009

SECRETARY/DATA PROCESSOR

Boyertown Area School District is seeking qualified applicants for the following position:

Position: Secretary/Data Processor
Status: Full-time
Department: Human Resources
Location: Education Center
Hourly Wage: \$13.39 minimum
Effective Date: To Be Determined
Qualifications: Minimum of three years experience performing routine office clerical functions. Knowledge of Microsoft Office including Word and Excel. Ability to deal effectively with the public, parents, students and co-workers. Experience in human resources and/or school office setting preferred. Individual selected for the position should be detail oriented.
Responsibilities: Answer telephone; respond to inquiries and provide information based on general knowledge of departmental programs or activities. Maintain complete filing systems and records. Process forms, reports and data relating to employment.
Requirements: Preemployment medical examination and tuberculin test. Federal and state criminal record checks and child abuse history clearance are required.

Boyertown Area School District employees who are interested in applying for this position should submit a letter of interest to Human Resources. All other individuals who are interested in applying for this position should submit a completed classified staff application to Human Resources.