

ANTICIPATED VACANCY

Bangor Area School District
123 Five Points Richmond Road
Bangor, PA 18013

FULL-TIME SECRETARY

Bangor Area School District anticipates the vacancy of a full-time secretarial position. This position works 12-months. Compensation is awarded in accordance with the current Collective Bargaining Agreement. A high School diploma or GED is required. Qualifications include but are not limited to:

Microsoft Suite; proficiency typing, filing, manipulate spreadsheets and data fields; high level of confidentiality, effective oral and written expression; proficient use of contemporary office equipment; excellent interpersonal skills and abilities

Qualified applicants for this position must apply with a typed letter of interest, resume, and Pennsylvania Child Abuse, Criminal History, FBI Fingerprint certificates, all current within one year.

Office of Human Resources
ATTN: Mrs. Julie Howell (howellju@bangorsd.org)
123 Five Points Richmond Road
Bangor, PA 18013

Management reserves the right to reassign employees of a defined job classification.

Bangor Area School District is an equal opportunity employer and will not discriminate based on race, color, creed, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Mr. Braden Hendershot, Coordinator of Title IX, Section 504, and the Americans with Disabilities Act at Bangor Area School District, 123 Five Points Richmond Road, Bangor PA 18013.

For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Mr. Braden Hendershot @ 610-588-2163 extension 8822.



POSTED: June 4, 2024
EXPIRATION: June 10, 2024