

Beaver County School District

Administration

Dr. Ray Terry
Superintendent
Todd Burke, CGFM
Business Administrator
Tracy G. Davis, M. Ed
Programs Administrator

Office of Administration



Board of Education

Carolyn White
President
Robert Davidson
Vice-President
Melissa Yardley
Secretary
Wayne W. Wiseman
Richard Limb

2 Part-Time Secretaries

Contract: 260 Days per Year
Hourly Wage: \$11.90 – 18.05 depending on experience
Hours Per Week: Less than 20 Hours per week
Application Deadline: June 10, 2008 or until filled

Beaver County School District is seeking 2 part-time secretaries to work at the District Office (each working less than 20 hours per week):

Two or more years of secretarial experience is desired, but not required. Please contact the District Office or Workforce Services for a complete listing of the essential job functions related to this position. Applications can be picked up at the District Office or Workforce Services. Those applicants selected for interviews (as finalists) will be required to take spelling, 10-key, and typing tests.

Duties include, but are not limited to, accounts receivable, accounts payable, purchasing, and other related clerical duties. Applicants must be proficient in computer software such as Microsoft Word & Excel. Experience with bookkeeping is preferred but not required. Must be willing to be flexible and work around changing conditions and assignments. There is some flexibility in work schedule but applicants must be able to meet deadlines as assigned. Clerical duties include file maintenance, record keeping, data processing, report processing, and other related clerical duties as assigned