

# LAKE CENTRAL SCHOOL CORPORATION

8400 Wicker Avenue  
St. John, IN 46373  
365-8551

SUPPORT SERVICES STAFF  
November 28, 2017

Secretary (9 Month) .....Peifer Elementary School

## Qualifications

- Executive Secretary Experience Preferred
- Past experience in a similar position
- Proven track record of ability to maintain a high degree of confidentiality

## Essential Skills and Abilities

- Strong interpersonal skills
- Ability to greet visitors with enthusiasm and professionalism
- Strong clerical and organizational skills
- Proficient with Microsoft Office including Excel and PowerPoint and Publisher
- Proficient with Google Applications
- Excellent listening and writing skills
- Ability to work both independently and as a team member
- Must exhibit neatness and accuracy in all work

## Duties

- Provide clerical support to administration
- Responsible for registration of all new students
- Maintain building and student records
- Maintain student attendance
- Maintain school activity calendar
- Greet and assist visitors
- Answer telephone and resolve some routine and some complex inquiries
- Screen telephone inquiries and redirect when appropriate
- Prepare and compose routine memos, correspondence, and mailings
- Perform other duties as assigned for the purpose of ensuring efficient and effective functioning of the school

## Salary and Benefits

- Nine month position, 8 hours per day, additional days may be required.
- Hourly rate: \$15.15
- Benefits in accordance with the 9 month Information Sheet

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Apply online at [www.lcsc.us](http://www.lcsc.us) Administration>Human Resources>Secretarial/Clerical/Librarian  
Position applying for: Secretary

If interested, please send an email with resume to [ddelaugh@lcscmail.com](mailto:ddelaugh@lcscmail.com)

## Direct questions to:

Doug DeLaughter, Principal  
Peifer Elementary School  
1824 Cline Ave., Schererville, IN 46375  
Phone 219-322-5335

**Deadline: December 5, 2017 and thereafter until filled.....**

*Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.*