

# LAKE CENTRAL SCHOOL CORPORATION

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

## SUPPORT SERVICES STAFF May 17, 2019

**Secretary (9 Month) ..... Administration/Special Education**

### **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
- Maintain and submit payroll
- Coordinate and attend community preschool screening events
- Maintain student records
- Maintain office inventory and order materials as needed
- Answer telephone and resolve some routine and some complex inquiries
- Screen telephone inquiries and redirect when appropriate
- Perform other duties as assigned for the purpose of ensuring efficient and effective functioning of the office

### **Salary and Benefits**

- Nine month position, 8 hours per day, additional days may be required.
- Hourly rate: \$15.50
- 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.....**

### **Direct questions to:**

Rebecca Gromala, Director  
Lake Central Administration  
8260 Wicker Ave., St. John, IN 46373  
[rgromala@lcscmail.com](mailto:rgromala@lcscmail.com)

**Deadline: May 28, 2019 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.*