



## Job Announcement

### ***Doss CCSD is seeking an Administrative Assistant***

# **Doss CCSD: Position Posting Administrative Assistant**

#### **Timeline:**

Position Posted:	06.01.21
Position Closes:	Until Filled
Interviews:	To Be Determined
Preferred Start Date:	As Soon as Possible

#### **Professional Qualifications:**

College Preferred, High School/Equivalent Required  
Three years or more of advanced office experience  
Prior experience in public school office or similar entity  
Assent to criminal background check and fingerprinting  
Experience with computerized business management systems

#### **Personal Qualifications:**

Expert communication skills and interpersonal aptitude  
Propensity to maintain school privacy and confidentiality  
Experienced word processing and file maintenance skills  
Ability to use personal computer and software for projects  
Knowledge of school organization, operations, administration

#### **Salary and Benefits:**

Salary commensurate with experience  
Salary based on approved salary/position scales  
CCSD offers employee insurance and leave benefits  
Roles/responsibilities/assignment identified in interview

#### **Send letter of interest, application, and resume to:**

Pam Seipp, Doss CCSD , P.O. Box 50, Doss, TX 78618  
or email: [pseipp@doss.txed.net](mailto:pseipp@doss.txed.net) Phone: 830-669-2411

Doss CCSD website: [www.dossccsd.org](http://www.dossccsd.org)

#### ***Nondiscrimination Notice:***

Doss CCSD does not discriminate against any person on the basis of race, color, national origin, gender, disability, or age for admission, treatment, or participation in its educational programs , services and activities, or employment.

***Doss CCSD is an Equal Opportunity Employer***

**Deadline:**  
Until Filled

**Posted: 06.01.21**