

PLEASE POST

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**CAMPUS CLERK (4)
ELEMENTARY SCHOOLS**

JULY 2010

AMARILLO INDEPENDENT SCHOOL DISTRICT
AMARILLO, TEXAS

This notice is submitted in accordance with the Promotion Policies of the Amarillo Independent School District relating to the posting of certain vacancies.

PRIMARY PURPOSE

To effect the efficient operation of office routines and practices associated with a busy yet productive and smoothly run office, so that it can play its effective part in the education process.

QUALIFICATIONS:

Minimum Education/Certification

High School diploma or equivalent
College and computer classes helpful
Bilingual preferred

Special Knowledge/Skills

Accurate keyboard skills
Proficiency in computer use and related software
Excellent verbal and written communication skills
Detail oriented
Strong interpersonal skills
Successful experience in working as part of a group
Professional appearance

Physical/Mental Abilities

Have the ability to lift 40-50 pounds
Be able to stoop and bend and reach fully above head
Possess acute and or corrected visual and hearing capabilities
Possess manual dexterity
Be above average in energy, health and vitality
Possess a high level of mental capability

Work Conditions

Position will require incumbent:
To use repetitive hand motions
To use a computer for prolonged periods of time
To occasionally work prolonged and irregular hours

Minimum Experience

Successful experience in a similar position preferred

***APPLICATION
PROCEDURE:***

1. Current district employees must complete a Data Sheet, which may be obtained from the Personnel Office.
2. All other candidates should update your current classified application or submit an online classified application, proof of education, typing/spelling test and possibly an NCLB test. After updating or submitting your online classified application and other required documents, please call the Personnel Office at (806) 326-1478 to express your interest in this specific position. *(All required documents and testing must be completed before the deadline date of the posting.)*

APPLICATION DEADLINE:

THURSDAY, JULY 29, 2010