

**PLEASE POST**

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**CLERK TYPIST  
BILINGUAL OFFICE**

**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 the Bilingual/ESL office routine and practices associated with a busy, 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

Special Knowledge/Skills:

Dictation capabilities

Must have excellent typing skills (speed & accuracy)

Must have strong communication and interpersonal skills

Must be proficient in word processing, desktop publishing, and spreadsheet use

Must be knowledgeable in grammar and spelling

Fluency in Spanish (speaking, reading and writing) preferred

Work Conditions:

Physical/Mental Demands:

Able to lift 50 pounds

Able to bend, stoop 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 capabilities

Able to travel throughout the district

Minimum Experience:

Have appropriate clerical or secretarial experience as required by supervisor.

**APPLICATION  
PROCEDURE:**

1. Current district employees must complete a Data Sheet, which may be obtained from the Personnel Office.
2. All other candidates should submit an online classified application, proof of education, typing/spelling test and possibly an NCLB test. After 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:**

**FRIDAY, AUGUST 6, 2010**

Amarillo Independent School District shall not discriminate on the basis of race, color, religion, age, sex, disability or national origin.