

Please Post

**MONROE CITY SCHOOLS**  
**Position Announcement**  
**Human Resources Secretary**

**Position Qualifications:**

High School Diploma or Equivalent. Some college preferred.

Three - five years experience in office procedures preferred.

Must be able to exercise judgment in making decisions in accordance with policies and practices of the Human Resources Division and the laws/regulations controlling the division's operation.

Advanced knowledge of computer applications (Microsoft Word, Excel, Data Base Systems, etc.)

Excellent verbal and written communication skills.

**Term of Employment:** 12 months

**Application Requirements:**

Letter of interest and resume that includes a minimum of three (3) references to verify previous job performance

Documentation of highest level of education completed (copy high school diploma or college transcript).

**Application Deadline:**

All applications must be received by noon on Thursday, **June 15, 2017**. Send only hard copy to:

**Address Correspondence to:**

Monroe City Schools  
Human Resources Division  
Attention: Phedra Brantley, Director  
2006 Tower Drive  
P.O. Box 4180  
Monroe, LA. 71201

*Equal Opportunity Employer*