

[REDACTED]

Position Name	Position	Location	Requirements
SSOM-003	Senior School Office Manager	South M.S.	Transfers or *Provisional

Funding Source: General Funds

* Senior School Office Manager position is Provisional and Contingent upon results of the Civil Service Exam when issued.

GENERAL STATEMENT OF DUTIES:

Performs varied clerical, keyboarding and public contact work in the management of a large school office; does related work as required.

REQUIRED KNOWLEDGES SKILLS ABILITIES:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability

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PLEASE DO NOT E-MAIL directly to Ms. Leimer.

MM: tc