

EMPLOYMENT

DISTRICT BUSINESS MANAGER/ADMINISTRATIVE SECRETARY

Applications are being accepted until June 13 for a full time business manager/ administrative secretary, (8 hours a day/260 days a year) beginning September 4, 2012. Applicants must have Washington State driver's license and pass fingerprint clearance by WSP and FBI. Qualifications are HS diploma and three years of progressive responsible administrative secretarial experience; applicable education may be substituted for experience. Experience with WESPaC fiscal and HR programs preferred. Applicants should submit letter of application, district application and current resume to Supt. Jim Evans, 410 W Locust St, Coulee City, WA 99115, by the closing date. Application packet is available from the Coulee-Hartline School District Office, 410 W Locust St, Coulee City, WA 99115 (telephone 509-632-5231) or from district web site www.achsd.org. Salary will depend on experience and qualifications. Applicant selected will be eligible for retirement, insurance and leave benefits. *Coulee-Hartline School District is an Equal Opportunity Employer and complies with all rules and regulations and does not discriminate on the basis of race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability or the use of a trained dog guide or service animal by a person with a disability or handicap.*