

EXTERNAL

#41

JOB POSTINGS

PLEASE POST

TO: All Professional Staff, Placement Agencies & Colleges

FROM: Betty Savage
Assistant Superintendent of Human Resources

DATE: July 28, 2010

RE: **Counseling Office Clerk – Classification C**

Muskegon Public Schools has an opening for a Counseling Office Clerk at Muskegon High School. This is a Classification C position, 40 hours per week and 225 days per year. Starting rate for step 1 on the salary scale is \$10.52 per hour.

Requirements: *Clerical Assistant “C”* – Secretary or specialized type of clerical service requiring a higher level of responsibility than Clerk B and/or technical knowledge for a specific job. Must be able to type a minimum of fifty-five (55) wpm with no more than five (5) errors. Must be able to use correct grammatical construction, punctuation and spelling. In addition to the above, the employee may be required in certain positions to have skills in bookkeeping, accounting, transcription and the use of computers, including word processing and data base applications. Must be able to pass or have passed testing in the following areas:

- ◆ Keyboarding – 55wpm with 5 or less errors.
- ◆ Data Entry II – 5,600 –95%
- ◆ Alpha Filing
- ◆ Proofreading
- ◆ Editing & Formatting from a rough draft

To apply for this position, please fill out an application through our online application system, **AppliTrack**. Go to the MPS website link listed below:

Website: www.muskegonpublicschools.org
Link: Click on - Job Listings (at the top of your screen)
Click on the link to fill out a job application.
Please follow directions carefully and review your application for accuracy.

Make sure your application contains the following:

1. A cover letter stating your interest.
2. A current resume listing experience, qualifications plus other relevant information.

If you are a Muskegon Public Schools employee and are interested in applying for this position, please do so in writing to:

Betty Savage, Assistant Superintendent of Human Resources
Hackley Administration Building – Room 104
349 W. Webster Ave.
Muskegon, MI 49440

on or before **4:00 p.m., August 4, 2010.**

ks

C:ClerkCCounselingVAndersonMHS41Ext