

**#42**

**BULLETIN**

**REPOST**

**EXTERNAL**

**PLEASE POST**

TO: All Clerks and Classroom Assistants

FROM: Betty Savage  
Assistant Superintendent for Human Resources

DATE: July 29, 2010

RE: **Clerical Opening – 9<sup>th</sup> Grade Academy at Muskegon High - Classification B**

**Muskegon Public Schools** has an opening for a 9<sup>th</sup> Grade Academy Clerk at Muskegon High School. This is a Classification B position, 35 hours per week and 208 days per year. Starting rate for Step 1 on the salary scale is \$9.77 per hour.

**Clerical Responsibilities:** The successful candidate must be familiar with good filing and telephone techniques as well as data processing techniques. Draft and/or type all correspondence, announcements, reports and memorandums as requested by the 9<sup>TH</sup> grade Principal with a good degree of speed and accuracy. Must have good public appearance and a strong emphasis on positive interaction with parents, students and staff. The successful candidate will be familiar with operating a public address system, attendance reports, assist with honors and awards assemblies, immunization records, and budget procedures. Other duties and responsibilities may be assigned by the 9<sup>th</sup> grade Principal.

**Requirements:** *Clerical Assistant "B"* – General clerical work similar to "A" but at a higher level. A High School diploma or GED is required. Must be able to type a minimum of fifty (50) wpm with no more than five (5) errors. Must be able to use correct grammatical construction, punctuation and spelling. Must be able to pass or have passed testing in the following areas:

- ◆ Keyboarding – 50 wpm w/5 or less errors
- ◆ Data Entry I – 6,200 –95% Accuracy
- ◆ 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](http://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 current Muskegon Public Schools employee interested in applying for this position, please do so in writing to:

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

on or before **4:00 p.m., August 5, 2010.**

ks

C:9thGrClerkMHSReddKelley42ExtRepost