

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 1/14/14

Budget Year: 2013/2014

Budget Code: 0123800000000000 150
0128508000000057 150

Contingency Budget:

Position Title: SECRETARY / CLASS A

Hours per day: 7
From: 8:00 AM To: 4:00 PM

Assigned School for the Year: CO

Salary (check one):

\$ 12.48 / HOUR

Commensurate with qualifications and experience

Per contract or salary plan

Type of Employment (check all that apply):

Permanent

Temporary

Supplemental Contract

Administrative

Certificated

Support

Reason (check applicable reason):

New Position

Increased workload (temporary only)

Justification: Why do you need this position filled? (Please be specific)

1. A CURRENT CLASS B SECRETARIAL POSITION WILL BE ELIMINATED AND REPLACED WITH THIS POSITION

2. GRANT SUPPORT, PROFESSIONAL DEVELOPMENT SUPPORT, HEARING OFFICER SUPPORT

3. SUPPLEMENT TO TRANSPORTATION DEPARTMENT IN HIGH VOLUME PERIODS.

4. BACK UP FOR DESIGNATED CALLER.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: ASAP

Journals and newspapers:

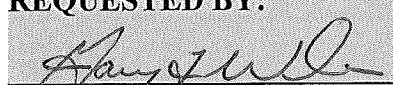
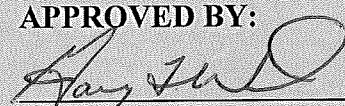
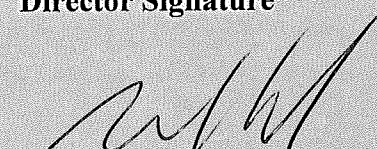
- Warren Times Observer
 - Jamestown Post Journal
 - Erie Times
 - Pittsburgh Post Gazette
 - PA State Colleges
 - Other
 - Professional Journals (Please provide title, exact address, phone number & fax number)
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ITEM 3: QUALIFICATIONS (Specify required or preferred education, skills and experience as appropriate. Attach a copy of the job description for the position which lists job classifications, starting and ending dates of position and the exact number of hours and times to be worked.)

BOOKKEEPING/ACCOUNTING, TYPING, FILING, COMPUTER AND RECORD KEEPING SKILLS. PROFICIENT IN MICROSOFT OFFICE.

ITEM 4: MEMBERSHIP OF THE SEARCH COMMITTEE (Designate Chair)

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

REQUESTED BY:  _____ Administrator Signature	APPROVED BY:  _____ Director Signature
<u>1/16/14</u> Date	<u>1/16/14</u> Date
	 _____ Superintendent Signature
	<u>1/16/14</u> Date