

ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

OFFICE OF THE SUPERINTENDENT

Joel D. Mahaffey

Dawn Cook, Corporation Treasurer
Annette Schwartz, Deputy Treasurer



Arnita Heyerly, Director of Human Resources
Shar Byerly, Secretary to the Superintendent

Notice of Vacancy

Date: October 4, 2023

Deadline to Apply: October 11, 2023

Position: Central Office Secretary

Starting Date: As early as October 30, 2023

Essential Functions of the Position: Ideal candidate must have knowledge of:

- Modern office practices, procedures, and equipment
- Recordkeeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Operation of standard office machines including computer equipment
- Secretary to the Superintendent, Board of School Trustees, Director of Transportation, Food Service Director and Director of Maintenance
- Assistant to Corporation Treasurer, Director of HR, and Deputy Treasurer

Must have the ability to:

- Perform a wide variety of clerical and secretarial duties to coordinate school offices activities
- Perform public relations and communication services for the Superintendent of Schools
- Complete work with many interruptions
- Work independently
- Establish and maintain cooperative and effective working relationships with others
- Operate a variety of office machines including computer terminal, calculator and copiers
- Build and maintain good public relations with students, parents, teachers, and the public



Inspiring and Empowering Students to Succeed

- Meet schedules and time lines
- Plan and organize work
- Compile and maintain accurate records and prepare reports
- Work confidentially with discretion
- Communicate effectively both orally and in writing

Immediate Supervisor: Mr. Joel Mahaffey, Superintendent of Schools

Those interested in applying for this position may do so by obtaining an application through the Adams Central Community Schools website: www.accs.k12.in.us and submitting a letter of interest, resume, three (3) current letters of recommendation: [Adams Central Community Schools, Attn: Director of Human Resources, 222 West Washington Street, Monroe, IN 46772](#) or email: hr@accs.k12.in.us.

Adams Central Community Schools is committed to equal opportunities for all. It does not discriminate on the basis of race, color, religion, national origin, sexual orientation, gender, identity, disability, or age in its programs, activities, and employment practices. (Board Policy Section 5000).



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