

INTERNAL POSTING

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**ABINGTON SCHOOL DISTRICT
Abington, PA 19001**

**HUMAN RESOURCE MEMO #71
May 13, 2019**

- POSITION:** Full-time (1.0) 12-Month Administrative Assistant - Junior High School
- CLASSIFICATION:** Administrative Assistant II
- SALARY RANGE:** According to the ASESPA Collective Bargaining Agreement
- QUALIFICATIONS:**
- Keyboarding 50-55 w.p.m.
 - Computer skills with demonstrated proficiency in word processing, database, spreadsheet and presentations software, mail merge, student management software, e-mail and electronic calendar management skills
 - Knowledge of office procedures, filing, and proofreading
 - Interpersonal, telephone communication, and problem-solving skills
 - School building or departmental level bookkeeping, proficiency in reading and writing, math aptitude
 - Shorthand/Speedwriting/Dictaphone strongly preferred
 - Certification from a business school or an associate's degree in related field (relevant experience in the field may be substituted for the educational requirement.)
 - Testing will be administered.
- APPLICATION:** Interested individuals should send a letter of application and updated resume to:

Office of Human Resources
Abington School District
970 Highland Ave.
Abington, Pa. 19001

Ph: (215) 881-2509 Fax: (215) 881-2589 Email: HR@abington.k12.pa.us

DEADLINE: May 23, 2019

Abington School District is committed to complying fully with all Federal and state laws banning discrimination on the basis of race, color, national origin/ethnicity, veteran status, gender, age, disability, sexual orientation, gender identity/expression, or religion with regard to instructional programs, extracurricular activities, and employment practices. For more information see the Pennsylvania Human Relations Act at the following: www.phrc.state.pa.us Any person who believes himself or herself to be a victim of discrimination by the school district should refer the matter to the attention of the building principal or area supervisor. If the matter is not resolved satisfactorily, it should be brought to the attention of the Superintendent of Schools. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Director of Pupil Services
Director of Human Resources

970 Highland Avenue. Abington, PA 19001
970 Highland Avenue, Abington, PA 19001

215-881-2505
215-881-2509