

LANDER COUNTY SCHOOL DISTRICT
P.O. BOX 1300
Battle Mountain, NV 89820
(775) 635-2886

POSITION ANNOUNCEMENT
Eleanor Lemaire Junior High School -
HALF TIME ATTENDANCE SECRETARY
10 MONTH POSITION (Aug. 16th – June 15th), NO BENEFITS

STARTING DATE: August 16, 2022

SALARY & BENEFITS: The annual salary will be determined by appropriate placement on the Lander County School District (LCSD) Certified Salary Schedule. LCSD honors up to fifteen (15) years of out of state experience when determining placement on the salary schedule. The salary range is between \$13,250-\$21,074. Placement on the salary schedule will be adjusted according to experience. There is no state income tax in Nevada. This Employee can accrue 60 hours of sick leave per year. (This ½ time position may potentially be combined with a ½ time instructional aide position)

QUALIFICATIONS:

- High School Diploma or equivalent
- 2+ Years of experience in office setting
- Skill in operation of computer, computerized accounting programs and other office equipment

RESPONSIBILITIES: The successful candidate will perform all necessary secretarial functions as accurately as possible. Experience in the following is preferred:

- Collecting, inputting, and monitoring student attendance
- Making calls to parents of students who have an unexcused absence
- Monitoring tardiness and unexcused absences, and referring to principal if either is in excess
- Interpersonal skills including the ability to relate effectively with tact, courtesy and discretion with staff, students, and parents while maintaining confidentiality
- Serving as the registrar, processing new student registrations and withdrawals; processing student enrollment packets, and managing student files
- Preparing school's state attendance audit and ability to adhere to LCSD attendance policy and procedures
- Serving as the main contact person for attendance, working daily with the administration, counselors, teachers, students, parents, and public
- Being able to communicate clearly both verbally and in writing
- Demonstrating strong organizational skills
- Being able to lift up to 40 lbs. on occasion
- Demonstrating excellent attendance
- Supervising leadership students working in the office
- Seeking assistance should emergencies arise

- Representing the school district in a positive manner
- Serving as the initial greeter of the public as people enter the school
- Preparing correspondence as necessary
- Performing other duties as assigned by the administration

This is a confidential Employee position

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility

CLOSING DATE: May 26th, 2022 5:00 PM

APPLICATION: To be considered, application materials submitted must include:

- Formal letter of interest
- Resume
- Completed classified application

REQUEST FOR TRANSFER: Submit a formal letter of interest to HR@landernv.net

APPLICATION MAY BE REQUESTED FROM:

Lander County School District
Administration Office
P.O. Box 1300
Battle Mountain, NV 89820
Phone: (775) 635-2886 ext.: 1101

District Website at
www.lander.k12.nv.us
Electronic copies are available

Contact Person:

Cassandra Ortiz, Personnel

LCSD is an Equal Employment Opportunity employer. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.