



## **Secretarial Substitutes**

**Hours -** 7:30 a.m. – 3:30 p.m.  
On an as needed basis

**Salary -** \$12.76 per hour

### **Requirements:**

- High School Diploma or Equivalent-
- Must possess communication skills which would include general vocabulary and spelling.
- Working knowledge of secretarial procedures.
- Computer skills a plus.
- Basic working knowledge of office equipment.

### **Duties Include:**

- Answer telephone, take messages, greet visitors, distribute mail, photocopying, make p.a. announcements, other general office duties.

### **Interested applications must submit:**

- Application (Support Staff Application)
- Two (2) letters of recommendation
- Act 34 State Police Clearance
- Act 114 FBI Fingerprinting Clearance
- Act 151 Child Abuse Clearance

*Please Note: Application and links to required clearances are available on [www.wsctc.net](http://www.wsctc.net) (employment section). Clearances must be within 12 months old.*

### **Please submit completed application and clearances to:**

Mr. Richard Rava, Assistant Director  
West Side Career and Technology Center  
75 Evans Street  
Kingston, PA 18704-1856

E.O.E.