

- **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 <u>www.wsctc.net</u> (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.

[&]quot;THE WEST SIDE CAREER AND TECHNOLOGY CENTER IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AGE, CREED, RELIGION, SEX SEXUAL ORIENTATION, ANCESTRY, NATIONAL ORIGIN, MARITAL STATUS, PREGNANCY OR HANDICAP/DISABILITY IN ITS ACTIVITIES OR PROGRAMS AS REQUIRED BY TITLE VI, TITLE IX AND SECTION 504."