

**POSITION:** Secretary Tularosa Intermediate School

**ESSENTIAL  
FUNCTIONS**

1. Represent school district in positive manner, interacting with public and employees
2. Be competent in office duties, i.e.: typing, filing, computer, calculator and telephone etiquette
3. Be competent in filing and retrieval methods
4. Maintain proper office atmosphere concerning accuracy and confidentiality
5. Maintain office area conducive to educational goals of district
6. Ability to meet deadlines with time constraints
7. Must be bondable if handling district funds
8. Any other duties deemed necessary and appropriate by administration

**QUALIFICATIONS** High School Diploma or GED, secretarial training preferred

**SALARY** According to current salary schedule

**DEADLINE:** Until Filled

**SELECTION  
PROCEDURE:** Preliminary screening will be made on the basis of information included in the application. Selected applicants will then be invited for an interview.

The Tularosa Municipal School District is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability or national origin. The District abides by all state and federal non-discrimination and equal opportunity requirements. Tularosa Schools are non-smoking environments.