



[TOP](#)

# Dexter R-XI Seeking Qualified Secretary for Southwest Elementary

AUGUST 14TH 2016 BY DEE LOFLIN

## Dexter R-XI Seeking Qualified Secretary for Southwest Elementary

**Dexter, Missouri** - Southwest Elementary has a secretary position open.

The Dexter R-XI District is seeking a qualified secretary for Southwest Elementary. The district will give preference to a candidate with experience as a school secretary or administrative assistant. The candidate must have the ability to coordinate and perform a wide variety of responsible and complex secretarial duties, maintain a system of organization, assist the principal in coordinating school activities and administrative tasks, perform good public relations, and an aptitude to learn a student information software program. This position is longer than the school year, but not 12-months.

The hourly base rate is \$9.18 and could be adjusted pending education and experience in the field. The district wishes to fill this position immediately and applications will be accepted until the position is filled.

Applications should be completed and submitted through the district website at:  
**[www.dexter.k12.mo.us](http://www.dexter.k12.mo.us)**.

The Dexter School District considers applicants for all positions without regard to race, color, religion, sex, national origin, or disability, and as required by the Immigration Reform Control Act, hires only American Citizens and aliens who are authorized to work in the United States. All candidates will be considered on the basis of qualifications,

training, experience, and the ability to perform the requirements of the position.  
(Applications are kept on file for 2 years.)

LAST UPDATED ON AUGUST 14TH 2016 BY DEE LOFLIN

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