

Street Address: 805 East Twelfth Street, Second Floor, Alamogordo, New Mexico 88310
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 Phone 575.812.6060 Fax 575.812.6069
www.aps4kids.org

NOTICE OF VACANCY

Administrative Assistant – Technology Support Services

Date of Notice: November 6, 2008

Non-Exempt Position	Classified	Vacancy #: 30-034
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Education and Experience Requirements:

- High School diploma or equivalent
- Coursework in business or technology from an accredited college or vocational school preferred
- Minimum of three (3) years secretarial experience
- Previous experience in technology customer service preferred

Knowledge, Skills, and Abilities Required:

- Advanced proficiency in personal computer use, data entry and current MS Office software
- Excellent public relations and interpersonal skills in dealing with staff, students, parents, administrators, and co-workers
- Ability to work independently with limited supervision
- Ability to perform a wide variety of specialized assignments requiring interpretation of work practices and accepted procedures
- Ability to respond to technology help desk calls, troubleshoot problems, and refer advanced issues as needed
- Ability to accurately compose correspondence, reports, and other documents
- Ability to communicate effectively, orally and in writing
- Ability to appropriately handle confidential matters
- Ability to perform essential job functions and job task requirements

Position Available: Immediately

How to Apply: OPEN UNTIL FILLED – will not close before November 20, 2008. Complete the District Classified Employment Application available online at www.aps4kids.org, at all department and school sites, and at the Department of Human Resources, 805 East 12th Street, second floor, Alamogordo, NM 88310. **Return completed applications to the Human Resources Department.**

Internal applicants must complete a Classified Transfer Request form, available at all department and school sites and online at www.aps4kids.org, for this position and submit it to the Human Resources Department.

Salary: Twelve months (237 days) per contract year with appropriate placement at Level V of the Classified Office Personnel Salary Schedule.

Conditions of Employment: Ability to comply with the Immigration Reform and Control Act of 1986 and, upon an offer of employment, complete an Employee’s Statement of Health and submit to a functional capacity evaluation at the District’s expense to determine ability to perform job-related functions and fitness for duty. Any offer of employment is contingent upon satisfactory completion of all background, criminal, and reference investigations.

The Alamogordo Public School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or veteran status in employment or the provision of services. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning the application of Title VI and Title VII of the Civil Rights Act, Section 504 of PL 92-112, and the Age Discrimination Act may be referred to the Superintendent of the Alamogordo Public Schools. The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with necessary, reasonable accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Director of Human Resources that an accommodation is needed.