

**Portales Municipal School District
501 South Abilene
Portales, New Mexico 88130
(575) 356-7000**

NOTICE OF VACANCY

POSITION: 12 Month Administrative Assistant to Assistant Superintendent

QUALIFICATIONS:

Although not required, being Bilingual is desired. General responsibilities include greeting the public and performing general office duties.

Knowledge and the ability to operate computer systems, including data bases and word processing and other computer technology are required.

CONTRACT: 12 Month Contract

SALARY: Administrative Support Staff Salary based on Experience

CONDITIONS OF EMPLOYMENT:

Upon an offer of employment, original transcripts, experience verification, fingerprinting and other paperwork will be required by the personnel and business offices.

STARTING DATE: April 1, 2021

Applications are available for completing and printing at www.portaleschools.com. Interested and qualified persons may submit the completed application to the Personnel Office. Additional information may be obtained by contacting the Personnel Office, 501 S. Abilene, Portales, NM 88130, (575) 356-7000. Consideration for the position will be closed on: **Until Filled**

It is the policy of the Portales Municipal Schools to provide equal opportunity in employment or the provision of services to all employees and applicants for employment. No person shall be discriminated against in employment because of such individual's race, religion, color, age, sex, marital status, veteran status, national origin, or disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with necessary accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed.

**COMPLETE OUR APPLICATION PACKET IN JOB OPPORTUNITIES SECTION
INSTRUCTIONS ARE INCLUDED**