

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

**POSITION: Bilingual Administrative Assistant-BECC**

**QUALIFICATIONS:**

The elementary secretary works closely with principal in coordinating office and clerical duties.

Responsibilities will include screening visitors and telephone calls, scheduling appointments and assembling materials for meetings, assisting with enrollment process, and communicating in Spanish with students and parents as needed.

**CONTRACT:** 203 Day Contract Approximately 150 days remaining this year  
Annual pay is 24 pay periods from August 15 to July 31<sup>st</sup>  
(4 checks paid in June)  
**This partial (1920-1921) year will be 20 pay periods  
October 15<sup>th</sup> to July 31<sup>st</sup> (4 checks paid in June)**

**SALARY:** Administrative Support Staff Salary based on Experience  
**Salary will be calculated on daily basis of annual pay times the  
number of remaining days of the year**

**DEADLINE :** Until Filled

**. 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:** ASAP

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Applications are available for completing and printing at [www.portaleschools.com](http://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**  
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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**

