

JOB POSTING

Date Posted: June 13, 2019

Position: Office Clerk

Requirements: This position requires basic computer skills, record keeping, some knowledge of school business activity and operating procedures. It requires good communication skills and conflict resolution skills. Must be willing to maintain training in school record keeping procedures and work in a team environment. Bilingual language preferred.

Salary: Salary based upon experience.

How to apply: Contact: Jana Lowe, Superintendent
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