

Elizabeth City-Pasquotank Public Schools
Elizabeth City, North Carolina

VACANCY ANNOUNCEMENT


POSITION AVAILABLE
Summer Reading Camp – Secretary
July 1st – July 25th

ANNOUNCEMENT CLOSING – AVAILABILITY
DATE POSTED: April 30, 2019 – **DATE AVAILABLE:** July 1, 2019
Applications are due by May 10, 2019

QUALIFICATIONS
Must currently be employed as a secretary/receptionist with
Elizabeth City-Pasquotank Public Schools

SALARY INFORMATION
Non-certified Salary Schedule
Pay Grade 57 – Hourly
Pay will be based on experience

APPLICATION PROCESS

The application for this position is on the back of this announcement. 

Please complete and submit this application to:
Human Resources, ATTN: Leigh Austin

Applications are due by May 10, 2019

CONTACT US
Human Resources
Elizabeth City-Pasquotank Public Schools
1200 S. Halstead Blvd./PO Box 2247
Elizabeth City, NC 27906-2247
Phone: (252)335-2981 Fax: (252)335-0974
www.ecpps.k12.nc.us

EOE - The Elizabeth City-Pasquotank Public School District does not discriminate against any person on the basis of race, sex, pregnancy, color, national origin, religion, citizenship status, age, or disability in any of its educational programs or activities.

ALL ADVERTISED POSITIONS ARE AVAILABLE CONTINGENT UPON FUNDING

Summer Reading Camp 2019 Secretary Application

THIS APPLICATION SHOULD BE COMPLETED BY ALL SECRETARY APPLICANTS FOR THE SUMMER READING CAMP.

Name: _____ S.S. #: (LAST FOUR) _____

Address: _____

Phone # _____
WORK HOME CELL

Present Employment _____
(Position/Site)

Brief summary of Experience (starting with most recent)

years _____ Position _____
School: _____

years _____ Position _____
School: _____

Once you complete this application submit it to Human Resources, attention, Leigh Austin.

Applications are due by May 10, 2019.

Applicant's Signature

Date