

COMMERCE PUBLIC SCHOOLS  
217 Commerce Street  
Commerce, Oklahoma 74339-2200  
(918) 675-4316  
Fax: (918) 675-4464  
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Posted: 11/02/2017

### VACANCY LISTING

NAME OF SCHOOL DISTRICT: Commerce Public Schools

Elem.     Middle     Jr. High     High     Combination  
 Full Time     Part Time

POSITION TITLE: Financial Secretary (Trainee)

SALARY: Commensurate with the Commerce Public Schools salary schedule  
Trainee - (\$11.04 to \$13.55/hr.) (\$12.43 - \$14.94/hr.)

#### OTHER QUALIFICATIONS AND/OR DUTIES:

1. High school graduate or equivalent with keyboarding, computer skills, and accounting.
2. Possess above average secretarial skills, i.e., keyboarding, filing, computer skills, phone skills, etc.; have ability to perform personnel related duties, i.e., payroll and related duties, personnel reports, supplemental personnel reports, Civil Rights and Equal Opportunity reports, and other reports required by state and federal regulations.
3. Knowledge of spelling, punctuation, mathematics, and business English.
4. General skill in record keeping; in following oral and written instructions; in operating a calculator, and other standard office machines; in establishing and maintaining effective working relationships with others.
5. Knowledge of: Modern office methods, practices and procedures.
6. Ability to: Perform clerical work with speed and accuracy; learn, interpret and apply school policies, rules and regulations; understand and carry out oral and written directions.

SETTING: Commerce Public Schools Central Office

STARTING DATE: ASAP

APPLICATION DEADLINE: Until the position is filled.

JOB APPLICANTS ARE TO SUBMIT:

SUBMIT TO:

- Letter of Application  
 Resume  
 Copy of Teacher Certificate(s)  
 Transcript(s)  
 Application (Available in Superintendent's Office or online at <http://www.commercetigers.net/jobvacancylistings.html>)

Mr. Jimmy R. Haynes Ed.S.  
Superintendent of Schools  
Commerce Public Schools  
217 Commerce St  
Commerce, OK 74339-2200  
[jhaynes@commercetigers.net](mailto:jhaynes@commercetigers.net)  
918-675-4316  
918-675-4464 (fax)

#### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYERS

Alexander Elementary School 601 East 6th Street (918) 675-4336	Commerce Middle School 500 East Commerce (918) 675-4101	Commerce High School 420 D Street (918) 675-4343
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