

APPLICATION OF POSITION VACANCY

Putnam County Public Schools

200 Reid Street Palatka, Florida 32177

APPLICATION DEADLINE: **Until Filled**

POSITION TITLE: **Administrative Assistant, Instructional Services**

JOB LOCATION: **NEFEC**

DATE OF VACANCY: **Immediate**

JOB DESCRIPTION: **See Attached**

MINIMUM QUALIFICATIONS: High School Diploma; Valid Florida Driver's License; Minimum of five (5) years progressively responsible experience in a formal office setting; Computer proficiency; Type at a prescribed rate of speed; Satisfactory criminal background check and drug screening. **Pay grade 20** – salary placement range \$17.85 - \$20.00 per hour.

*****ONLY SELECTED APPLICANTS WILL BE INTERVIEWED**
INTERVIEW TO BE SCHEDULED WITH THE DEPARTMENT HEAD:***

Rhonda Clyatt

VETERANS PREFERENCE AVAILABLE UPON REQUEST

HOW TO APPLY: Complete a Putnam County District School Board online application.

NOTE TO APPLICANT: Applications will not be accepted after the application deadline.

AFFIRMATIVE ACTION – EMPLOYMENT: Discrimination on the basis of religion, race, national origin, color, handicap, sex, age, marital status, or parental status is prohibited in the recruitment, hiring, assigning, promotion, paying, demoting, or dismissal of employees of the District school Board of Putnam County.

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8/7/26

FOR CURRENT POSITIONS VISIT

<http://www.putnamschools.org>

EQUAL OPPORTUNITY EMPLOYER