

Please Repost  
July 1, 2020

**HAMILTON SCHOOL BOARD**  
**Notice of Non-Instructional Position Opening**

July 1, 2020  
Date

**POSITION** Receptionist (10-month position - 196 Days)

**SALARY RANGE** \$13,470.00 - \$22,340.00

**DUTIES** Per attached Job Description

**EXPERIENCE PREFERRED** Bilingual – Spanish, Computer literate, good interpersonal skills, ability to handle multi-task and prioritize assignments, must have secretarial experience.

**EDUCATION PREFERRED** High School Diploma or the equivalent with business clerical training

**EFFECTIVE DATE OF VACANCY and/or POSITION OPENING** 2020-21 School Year

**DIRECTIONS FOR FILING APPLICATION** File application on FastTrack on-line application system at [www.hamiltonfl.com](http://www.hamiltonfl.com).

**DEADLINE FOR FILING APPLICATION** Until Filled

**INTERVIEW INFORMATION** Qualified applicants will be contacted regarding interview information if necessary.

  
**Personnel Department**

**The Hamilton County School Board is an Equal Opportunity Employer**

**In compliance with Article VII of the Agreement Between the Hamilton County Education Association and the Hamilton County School Board.**

**Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.**

**Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.**