Administrative Secretary

The School District of Neillsville is taking applications for an administrative secretary. Applicant must be proficient in use of computers, detail-oriented, have the ability to work in a fast-paced environment, multi-task, and enjoy children. Please submit a cover letter, resume, references and application to John Gaier, District Administrator, 614 E. 5th Street, Neillsville, WI 54456.

Applications are available on the School District of Neillsville website under “District”, “Employment Opportunities”, and “Support Staff Application”, or may be picked up at the Board of Education Office. Applications will be accepted until position is filled.