

Secretary to the District Superintendent

Questar III BOCES announces a full-time vacancy for the position of Secretary to the District Superintendent. This position will perform a variety of secretarial and administrative duties required to support the responsibilities and activities of the Office of the District Superintendent, and will ensure that responsive, consistent, timely and accurate information is provided to the District Superintendent. This position requires the highest level of confidentiality and the ability to handle a wide variety of issues and details. Applicants should have strong organizational and communication skills, with the ability to make independent judgement according to agency objectives, policies and procedures. This position is expected to represent the Office of the DS positively and constructively throughout the organization, as well as to school districts and external agencies.

Qualified candidates must have an Associate's Degree or higher and at least 10 years of clerical experience, at least five of which must have been in an administrative or supervisory capacity. Preferred candidates will have knowledge of BOCES or school district operations.

To apply, please send your resume with cover letter to employment@questar.org. Be sure to include **Secretary to the District Superintendent** in the subject line of your email. For more information on Questar III BOCES, please visit www.questar.org.

Questar III offers a competitive salary with an excellent benefits package, including enrollment in the NYS Employees Retirement Pension System.