

**Marion County Board of Education
1516 Mary Lou Retton Drive
Fairmont, WV 26554**

To: Qualified Applicants
From: Andy Neptune, Administrative Assistant
Subject: Vacancies
Date: July 5, 2018

The following service position is being considered for the 2018-19 school year:

Secretary III / Acct II Central Office S18 07 05 01
8:00 am - 3:30 pm

Qualifications: See Job Description
Terms of Employment: 220 Days
Salary: As per 2018-19 Marion County Schools pay scale

Posting numbers MUST be on all vacancy forms.

Appointment will be made in accordance with West Virginia school law. Therefore, priority consideration will be given to those persons presently employed by Marion County Schools. Anyone interested in applying for the vacancies as posted, should submit an Application for Vacancy form to the Personnel Office, Marion County Schools, 1516 Mary Lou Retton Drive, Fairmont, WV 26554. All applications must be received by 5:00 p.m. on July 12, 2018.

"No person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

tb