

**East Carroll Parish School board
Job Advertisement
Administrative Assistant to the Superintendent**

The East Carroll Parish School Board has an immediate opening for the position of:

Administrative Assistant to the Superintendent

- Applicant must be familiar with clerical practices, office procedures, and automated equipment.
- Applicant must be able to perform computations with reasonable speed and accuracy.
- Applicant should have some college experience but a high school diploma or equivalent, with accounting training desirable.
- Applicant must have pleasant telephone manners.

If you are interested in this position, please e-mail your information to:

jajones@ecarrollschools.org

In Addition, you may file a letter of application and a complete resume' addressed to:
Jo Ann H. Jones
Elementary Supervisor/Human Resources
514 Third Street/P.O. Box 792
Lake Providence, Louisiana 71254

Applications may be found online at: www.ecarrollschools.org

Applicant must be able to pass a background check

