

NOTICE OF JOB OPENING

DENVER CITY INDEPENDENT SCHOOL DISTRICT

Position: Administration Specialist

Area: Central Office

Denver City ISD is accepting applications for the position of Administration Specialist.

Please complete the online application assigned to this position by going to <https://www.applitrack.com/DenverCityISD/onlineapp/>

Qualifications: High School Diploma or GED

Special Knowledge/Skills: Knowledge of bookkeeping principles and practices

Ability to use computer and software to develop spreadsheets and do work processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Ability to multi-task efficiently

Effective organizational, communication, and interpersonal skills

Experience: 5 years experience or college course work in accounting-related subjects; banking experience preferred

Application Deadline: When filled

Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice. The district Title IX Coordinator is Rick Martinez, 501 Mustang, Denver City, TX, 806-592-5902.

August 10, 2023