

Crook County School District #1 is accepting applications for an **Office Administrative Paraprofessional** at Moorcroft K-8 School. The successful applicant must be highly qualified or pass the Para Pro Test to attain that status.

Applicants should possess the following qualifications:

- Be able to work well with students, staff, parents and the public
- Demonstrated computer proficiency
- Strong organizational abilities
- Telephone and personal communication aptitude
- Be able to multitask, prioritize and be self-directed in a demanding environment
- Flexibility to adjust to ever-changing office demands

Position is 9 months/year and full time (32 hours per week) with benefits. Beginning hourly rate is \$14.32. Previous administrative assistant experience preferred.

Apply promptly; open until filled. Applications may be picked up at the Moorcroft K-8 School. Questions about this position and completed applications should be directed to: Moorcroft K-8, Teresa Brown, Principal, P. O. Box 40, Moorcroft, WY 82721, 1-307-756-3781.

Crook County School District is an equal opportunity employer.