



LOVING MUNICIPAL SCHOOLS

602 South 6th Street

P.O. Box 98

Loving, New Mexico 88256

Administration: 575-745-2010

Fax: 575-745-2002

Job Postings

Date of Posting: March 16, 2012

Position: Secretary to the Elementary School Principal

Qualifications: High School Diploma/GED
Minimum of 3 years of clerical/secretarial experience
Ability to type 55 words per minute
Working knowledge of Microsoft Word, Excel
Ability to communicate effectively
Must be able to pass background check

How to Apply: Submit Letter of Interest, Application, Resume and 3 Letters of Recommendation to:
Loving Municipal Schools
Ms. Diane Walters
P.O. Box 98
Loving, New Mexico 88256
Tele: 575-745-2005

Application Deadline: Until filled

The Loving Municipal School District is an Equal Opportunity Employer, Applications are considered without regard to race, gender, creed, age, national origin, or disability in compliance with federal and state laws.