

MELISSA M. STILLEY
SUPERINTENDENT



JANICE FULTZ
RICHARDS

NOTICE

DEADLINE: JANUARY 29, 2023

The Tangipahoa Parish School System (TPSS) is now accepting applications for the following:

POSITION: SCHOOL FINANCIAL SECRETARY

SALARY: \$23,817 - \$36,116 (Based on verified years of relevant experience)

LOCATION: Loranger High School, Loranger Louisiana – 11 Month Position
Ponchatoula Junior High School, Ponchatoula, Louisiana – 10 Month Position

CRITERIA: Must have the following:

- High School Diploma or Equivalency Certificate and passing scores on Civil Services test for Accounting Paraprofessional or Office Support Exam or Coast Exam or
- Successful completion of coursework leading to an Associate's Degree in Office Administration or successfully completed related coursework at a State Approved Vocational School or State Approved Business School.
- Bachelor's Degree or higher will be accepted in lieu of any of the above requirements. Diplomas, Certificates of Completion and/or Civil Service Test Scores must be submitted with the application.

Applications for this position will only be accepted through the Unified Talent website. Paper applications and/or email scanned attachment(s) will not be accepted or processed for consideration. The Unified Talent online portal can be accessed two ways:

- TPSS website (www.tangischools.org) - Click **EMPLOYMENT**; or
- Unified Talent website: (<https://tangischools.tedk12.com/hire/index.aspx>)

Submit your application through the Unified Talent portal before the deadline of January 29, 2023, even if a previous paper application is on file with TPSS Human Resources. Previous paper or email applications will not be considered.

The Tangipahoa Parish School System is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, age, national origin, or disability.

DATE ADVERTISEMENT POSTED: January 20, 2023

TANGIPAHOA PARISH
SCHOOL SYSTEM

59656 PULESTON ROAD AMITE, LA 70422 P: 985 748 7153 F: 985 748 8587 TANGISCHOOLS.ORG

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