



EMPLOYMENT

Brooks DeBartolo Collegiate High School a SACS Accredited "A" Rated Public Charter School of choice is currently accepting employment applications for the following position(s):

Registrar/Data Processor

POSITION SUMMARY:

The Registrar/Data Processor will gather data, prepare reports, answer routine correspondence, operate office equipment, and may supervise subordinate clerical personnel. Work at this level requires the individual to function independently in all but the most unusual instances. This position is responsible to perform routine clerical work associated with data processing methods and procedures.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

- Education: A high school diploma or GED.
- Experience: Two years of increasingly responsible experience in general clerical duties. Successful completion of one year of college (30 semester hours) may substitute for one year of the experience requirement. Substitution may not exceed two years of the experience requirement.
- Language Skills:
 - Read and comprehend simple instructions, short correspondence, and memos.
 - Write simple correspondence.
 - Effectively present information in one-on-one and small group situations.
- Mathematical Skills:
 - Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Compute rate, ratio, and percent and draw and interpret bar graphs.
- Reasoning Ability:
 - Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
 - Deal with problems involving a few concrete variables in standardized situations.
- Computer Skills: Microsoft Office

Eligible applicants please submit electronic letter of interest and resume including two professional references to jdorta@bdchs.org or jvelisse.dorta@sdhc.k12.fl.us.

Applicants should add in the subject line: **Registrar/Data Processor**