

## **Records Clerk**

Oneida School District is seeking a full-time secretary to work with Idaho Home Learning Academy. The applicant should exhibit excellent computer, communication, and organizational skills. Responsibilities will include but are not limited to record management, student record requests, enrollment, and file maintenance. The position is open until filled.

Applications can be located at: <http://www.oneidaschooldistrict.org/job-openings.html>. Send applications to Linda Sullivan at [linda.sullivan@malad.us](mailto:linda.sullivan@malad.us).