

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
124 W. State Street
Medford, WI 54451
(715) 748-4620**

March 3, 2026

9-month Office Secretary

Full-time, 8 hours per day, school days only

Medford Area Middle School is accepting applications for an Office Secretary. Successful applicant must have office experience, excellent technology, communication and organizational skills and be detail oriented. Must possess the ability to multi task with frequent interruptions; work with minimal supervision; maintain confidentiality; and communicate with staff, students, parents and other community members in a professional manner.

Duties include, but are not limited to: daily student attendance and correspondence; answer incoming phone calls; scheduling substitutes; assisting and communicating with staff, students and parents; and all other duties as assigned.

Applicant Requirement:

Applicant must be a high school graduate. Office experience preferred. Previous technology skills required. Proficient in Microsoft Office, Google and Skyward a plus.

Apply immediately; until filled

Send cover letter, resume and district application to:

Medford Area Public School District
Human Resources
124 W. State Street
Medford, WI 54451

More Information:

Visit our website at www.medford.k12.wi.us - click on employment opportunities.

**ALL POSITIONS ARE SUBJECT TO THE SCHOOL DISTRICT'S
CRIMINAL RECORDS, DRUG TESTING AND PHYSICAL EXAMINATION POLICIES.**

An Equal Opportunity Employer