



**Warner Public School**  
1012 5th Avenue, Warner, OK 74469  
918.463.5171

**WARNER PUBLIC SCHOOLS-**

*EOE is accepting applications for the position of:*

**ELEMENTARY SECRETARY**

Our school is seeking an organized and dependable Elementary School Secretary to provide administrative support to our school's staff, students, and parents. The candidate will manage office tasks, assist with student records, and facilitate communication within the school community. We are looking for someone friendly and who loves kids.

**Please send resume to:  
Warner Public School  
Attn: Human Resources  
1012 5th Avenue  
Warner, OK 74469  
Or email**

**[davidvinson@warner.k12.ok.us](mailto:davidvinson@warner.k12.ok.us)**