

**LOUISVILLE MUNICIPAL SCHOOL DISTRICT  
VACANCY ANNOUNCEMENT  
FOR THE 2021-2022 SCHOOL YEAR**

**Records Clerk**

**MINIMUM QUALIFICATIONS:**

Student enrollment, withdrawals, transcripts, scheduling, etc.

Attendance reporting to truancy officer

Proficient with computers and Excel

Work side by side with High School Counselors

Customer Service Oriented

**PLEASE SUBMIT COVER LETTER AND RESUME TO:**

LOUISVILLE MUNICIPAL SCHOOL DISTRICT  
CENTRAL OFFICE

ATTENTION: MRS. BELINDA SWART

email: [bswart@louisville.k12.ms.us](mailto:bswart@louisville.k12.ms.us)

(662) 773-3411

**DEADLINE TO APPLY:** May 12, 2021

The Louisville Municipal School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex or disability in the provision of educational programs and services or employment opportunities and benefits.