



SIERRA UNIFIED SCHOOL DISTRICT

29143 AUBERRY ROAD • PRATHER, CALIFORNIA • 93651
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www.sierrausd.org

Foothill Elementary • Oak Meadow Community Day School • Sandy Alternative High • Sierra Jr/Sr High • Sierra@Home

CLASSIFIED -- JOB ANNOUNCEMENT

Position Posted Inside and Outside the District

***To Current Employees --** If you possess skills and experience as a Clerk Typist, this is your opportunity to apply. Lateral transfer requests will be interviewed along with other qualified applicants.

December 1, 2023

CLASSIFIED JOB ANNOUNCEMENT ONE (1) OPEN POSITION: CLERK TYPIST Salary #175 - \$17.76 Step I

SPECIAL DETAILS:

- Location: Foothill Elementary School
- 8.0 hrs per day
- 190 duty days
- Replace #2328

Salary:

- Schedule #175 - Step I - \$17.76
- According to the CSEA Contract, district paid benefits are included with this position

Primary Function:

- Performs a variety of clerical activities including typing, filing, and record keeping in support of school office operations.

NOTE: Upon request a complete Job Description is available from the Personnel Department

APPLICATION DEADLINE: THURSDAY- DECEMBER 21, 2023 @ 4:00 P.M. or until filled

Current employees (non-substitutes) submit a Resume, 1 Letter of Recommendation (dated within 1 year)

Letter of Interest and/or an updated Application.

All other applicants submit a Sierra Unified Classified Application Resume, and 1 Letter of Recommendation (dated within 1 year) or apply at www.edjoin.org

The Sierra Unified School District is an Equal-Opportunity Employer and does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, gender identity, gender expression or sexual orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment.