



SIERRA UNIFIED SCHOOL DISTRICT

29143 AUBERRY ROAD • PRATHER, CALIFORNIA • 93651
(559) 855-3662 • FAX (559) 855-3585

www.sierrausd.org

Foothill Elementary • Oak Meadow Community Day School • Sandy Bluffs • 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.**

February 26, 2021

CLASSIFIED JOB ANNOUNCEMENT

ONE (1) OPEN POSITION: SHORT TERM CLERK TYPIST

Salary #165 - \$15.25 Step I

SPECIAL DETAILS:

- Location: Sierra Alternative Education Center
- 6.5 hrs per day
- Schedule TBD
- For the remainder of 2020-2021 school year only.

Salary:

- Schedule #165 - Step I - \$15.25
- According to the CSEA Contract, district paid benefits are **not** included with this position

Primary Function:

- Performs a variety of clerical activities including typing, filing, and record keeping in support of school office operations.
- Operates a variety of office equipment such as computer, typewriter, printer, copier, facsimile, etc.
- Answers telephone and works with public, students and staff.

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

APPLICATION DEADLINE: FRIDAY- MARCH 12, 2021 @ 4:00 P.M.

Current employees and substitutes submit a letter of application, resume, and 2 current letters of recommendation. All others submit a Sierra Unified application, resume and 2 current letters of recommendation.

Apply online at www.edjoin.org

Contact Personnel Department for further details. (559) 855-3662 www.sierra.k12.ca.us

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.