



# SIERRA UNIFIED SCHOOL DISTRICT

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[www.sierrausd.org](http://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.**

May 6, 2022

### **CLASSIFIED JOB ANNOUNCEMENT ONE (1) OPEN POSITION: CLERK TYPIST Salary #165 –\$15.25 Step I**

#### **SPECIAL DETAILS:**

- Location: Foothill Elementary School
- 8.0 hrs per day
- 2022-23 school year (190 duty days)
- New Position

#### **Salary:**

- Schedule #165 - Step I - \$15.25
- 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: FRIDAY- May 20, 2022 @ 4:00 P.M. or until filled**

*Current employees (non-substitutes) submit a Resume, Letter of Interest*

*and/or an updated Application.*

*All other applicants submit a Sierra Unified Classified Application and Resume or apply at [www.edjoin.org](http://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.*