

SNOWLINE JOINT UNIFIED SCHOOL DISTRICT

CURRENT OPENING AND TO ESTABLISH ELIGIBILITY LIST
FOR THE 2009/2010 SCHOOL YEAR

OPEN IN-HOUSE TO SNOWLINE CLERICAL ONLY

February 23, 2010

PLEASE POST

JOB ANNOUNCEMENT

PLEASE POST

POSITION TITLE:

Clerk Receptionist

WORK LOCATION:

Site to be determined
(Site opening currently @ Quail Valley M/S)

WORK SCHEDULE:

7.0 hours/day, 5 days/week, 10 months/year

SALARY RANGE 4:

\$11.52 - \$15.45 per hour

DEADLINE:

Tuesday, March 9, 2010- 3:00 PM

MINIMUM QUALIFICATIONS:

Education: Equivalent to the completion of the twelfth grade, including courses in typing, business correspondence, bookkeeping and office methods.

Experience: Six (6) months paid full-time general clerical employment. Good general background and work history. Demonstrated experience in successfully working with children in a learning situation desirable.

Knowledge/Ability: Perform general clerical work; typing, filing business correspondence, bookkeeping and modern office procedures and standard office machines; computer skills; have good English usage, spelling and punctuation; make arithmetical computations; understand and follow oral and written directions; establish and maintain effective, cooperative working relationship with others; Use modern office methods and practices; computer skills; filing systems; receptionist and telephone technique;

Skills: Typing: 35 wpm (adjusted for errors) appointment slip issued upon submission of letter of intent We will also accept Victor Valley College Typing Certificates. To schedule an appointment with them call: 245-4271 x 2312

License: Possession of a valid California driver=s license

APPLICATION

PROCEDURE: SUBMIT LETTER OF INTENT TO: EVA STATES @ DISTRICT OFFICE

PLEASE INCLUDE HOME PHONE NUMBER AND CURRENT HOURS

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WE ARE AN EQUAL OPPORTUNITY EMPLOYER & A SMOKE-FREE SCHOOL DISTRICT

If you would like to transfer sites and/or increase your hours, you need to submit your letter of intent at this time. Vacancies which are filled (public or current employees) will create new vacancies which will be filled from this eligibility list.