

NOTICE OF VACANCY

POSITION: District Clerk

QUALIFICATIONS: Good written and oral communication skills.
The ability to work independently.
Ability to maintain accurate files and records
Ability to read and write legibly
Clerical aptitude
Physical condition commensurate with the demands of the position
High degree of accuracy
Working knowledge of office procedures and equipment
Preferred good knowledge of the laws and statutes concerned with the Office of the School District Clerk
Preferred Notary Public License

STIPEND: Based on experience

Internal Candidates: Send letter of interest, resume, and three letters of recommendation to Human Resources by January 30, 2020.

External Candidates: To apply submit application through OLAS, attach three letters of recommendation and resume. Posting ends January 30, 2020

EOE