

Delano Union School District

Office of Rosalina C. Rivera, Superintendent

Department of Human Resources

Dr. Jason Kashwer, Assistant Superintendent

1405 - 12th Avenue, Delano, California 93215

(661) 721-5000 x 00131 ~ Fax (661) 721-5014

PLEASE POST

June 11, 2021

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NOTICE OF VACANT POSITION

The Delano Union School District is now accepting applications for the following position. Position deadline is June 21 @ 12:00 p.m.

(POSITION IS CONTINGENT ON PROGRAM NEED AND FUNDING)

ADMINISTRATIVE ASSISTANT

(In-House Only - 1 Position)

WORK SITE: Business Office/D.O. *(Contingent upon in-house transfers)*

WORK DAYS: 260 Days

WORK HOURS: 8 hours

PAY RATE: \$22.69/hr. Entry Level - Step 1

Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements in advance.

All candidates must submit a Classified Application and provide the following:

- Original High School Diploma or GED
- Valid Driver's License or I.D.
- Three (3) Letters of Recommendation. Letters must be dated and signed. **(Not more than one (1) year old)**
- Original Typing Certificate (60 wpm) **(Not more than one (1) year from the original date issued. Online Certificates will not be accepted)**

If additional information is stated on your application, you will be required to provide original documentation at the time of submission (i.e. College Degree, transcripts or Certificates). Applicants may be subject to other requirements and/or tests as outlined in the job description. Candidates may be subject to a pre-placement medical exam.

Application and job description may be obtained from the Human Resources Department at the District Office located at 1405 12th Avenue, Delano, CA 93215

ANY APPLICANT WHO ATTEMPTS TO DIRECTLY CONTACT INDIVIDUAL BOARD MEMEBERS WITH THE INTENT OF INFLUENCING THE DECISION OF THE BOARD WILL BE CONSIDERED DISQUALIFIED FROM CANDIDACY FOR THIS POSITION

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AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER