

***Delano Union School District***  
Office of Rosalina C. Rivera, Superintendent  
Department of Human Resources  
Dr. Jason Kashwer, Assistant Superintendent  
1405 - 12<sup>th</sup> Avenue, Delano, California 93215  
(661) 721-5000 x 00131 ~ Fax (661) 721-5014

**REVISED**

September 16, 2021

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## **NOTICE OF VACANT POSITION**

The Delano Union School District is now accepting applications for the following position.

Deadline is **OPEN UNTIL FILLED**

# **SUBSTITUTE CLERK**

Work Site	-	Various
Work Days	-	On call as needed
Daily Hours	-	Hours / Shifts may vary
Pay Rate	-	\$15.00/hr.

*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 CA Driver's License OR I.D.
- Original Typing Certificate (40 wpm) (Not more than one (1) year from 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 examination.

Application and job description may be obtained from the Human Resources Department at the District Office located at 1405-12<sup>th</sup> Avenue, Delano, CA.

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

*Working Together For A Better Education -- The Delano Way!  
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER*