

Hanford Elementary School District

Human Resources Department

November 1, 2024

NOTICE OF VACANCY:

SUBSTITUTE

CLERK TYPIST I - \$18.79 & BILINGUAL CLERK TYPIST I – \$19.73
CLERK TYPIST II - \$21.76 & BILINGUAL CLERK TYPIST II - \$22.84

ASSIGNMENT: Substitute positions – on-call as needed, Monday through Friday, 11 months per year. Assignments vary, based on need.

MAJOR RESPONSIBILITIES: To provide typing and general clerical support to a school site or department. The Clerk Typist I is the entry-level for employees with limited skills and experience. The Clerk Typist II is the advanced level for employees hired with broader experience and higher skill levels. The Bilingual Clerk Typist I/II must be fluent in both English and Spanish.

REQUIREMENTS: High school diploma or equivalent; Type at a rate of 35 words per minute (Bilingual) Clerk Typist I, or 45 words per minute (Bilingual) Clerk Typist II. (Bilingual) Clerk Typist I: One year of general clerical experience. (Bilingual) Clerk Typist II: Two years of typing and general clerical experience, preferably to include word processing, data base, and/or spreadsheet programs. All substitute employees must complete California requirement of Child Abuse Mandated Reporter and Sexual Harassment Prevention Training and provide certificate of completion each school year in order to remain active on our substitute list.

WORKING CONDITIONS:

Environment: Office environment; subject to constant interruptions.

Physical Abilities: Hearing and speaking to exchange information in person or on the telephone; dexterity of hands and fingers to operate personal computer, typewriter, and other office machines; sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, and bending at the waist to retrieve files; and seeing to read written materials.

Interested applicants must apply on Edjoin.org and answer to the [supplemental questions](#) by the final filing date. Applications that are over a year old will not be accepted; a new application must be completed.

A typing test must be completed with Hanford Elementary School District. Please contact Human Resources at (559) 585-3619 for the typing test information. Bilingual candidates: Bilingual tests will be scheduled after interviews have been conducted.

For information and application packet, contact:

Human Resources Department

714 N. White Street

Hanford, CA 93230

Phone: (559) 585-3619

FINAL FILING DATE: OPEN UNTIL FILLED

The Hanford Elementary School District does not discriminate on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation at any district site and/or activity. No person shall be denied employment solely because of any impairment which is unrelated to the ability to perform the essential functions of the position for which application has been made.