CLERK – ATTENDANCE

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Location: Josefa L. Sambrano Elementary

Salary: $13.89 - $17.16 Hourly

Based on verified and approved eligible experience

Posted: December 18, 2025 Deadline: Until Filled

Minimum Qualifications:

- High School Diploma or GED

Special Knowledge/Skills:

- Computer experience
- Ability to communicate with the public
- Must demonstrate dependability, responsibility, confidentiality, flexibility and loyalty
- Knowledge of TEAMS system

Experience:

- Two (2) years of work experience in an educational setting

Required Documents:

***Documents below must be attached/uploaded for application to be complete**

- **Current and/or updated resume**
- **Copy of valid Driver's License**
- **Copy of College Transcripts**
- Three (3) current or former administrator/supervisor references required *(At least one (1) reference must be your current or most recent administrator/supervisor. References from family, friends and colleagues are not acceptable.)*

The SEISD Department of Human Resources will require additional documentation, if hired as proof of eligibility for employment. Any foreign documents must be translated and evaluated by an Accredited State Agency.

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Job Posting
ID #3591