

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department

**2026 SUMMER PROGRAM**

The following positions are available for the  
**HESD Summer Program:**

**1 – Bilingual Clerk Typist I/II Positions**

**Sites: Simas Elementary**

**Program Dates:** Monday, June 15<sup>th</sup> – Friday, July 17<sup>th</sup>  
(No Work: June 19<sup>th</sup> and July 3<sup>rd</sup>)

**Work Hours:** 7:30 AM – 4:30 PM  
(1-hour lunch)

**Hourly Pay Rate:**  
Bilingual Clerk Typist I - \$20.32 or Bilingual Clerk Typist II - \$23.53  
(Current Bilingual Clerk Typist employees will be paid their regular rate of pay.)

**Requirements:**  
12th grade education or equivalent; ability to type 35 wpm for Bilingual Clerk I and 45wpm for Bilingual Clerk II and operate standard office equipment, including personal computers; one year of school clerical experience; pass District administered Spanish/English competency test; and possess good personal relations skills.

**\*ONLY CURRENT HESD CLASSIFIED EMPLOYEES ARE ELIGIBLE TO APPLY.**

**If interested, please complete, and submit the following form:**

**[Bilingual Clerk Typist I/II Interest Form](#)**



**DEADLINE TO APPLY: FRIDAY, APRIL 24, 2026 by 4:00 p.m.**