HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

2026-2027 HESD WINTER PROGRAM

The following positions are available for the
HESD Winter Program:

1 – Bilingual Clerk Typist I/II Position

Sites: Kennedy Jr. High School

Work Schedules & Dates: JFK
7:30 AM – 4:30 PM
Monday, January 4 – Friday, January 8, 2027

Hourly Pay Rate:
Bilingual Clerk Typist I - $21.13 or Bilingual Clerk Typist II - $24.46
(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

2026-2027 HESD Winter Program:
Bilingual Clerk Typist I/II Position

DEADLINE TO APPLY: FRIDAY, NOVEMBER 20, 2026 by 4:00 p.m.