

**CLASSIFIED
EMPLOYMENT OPPORTUNITY**

ONTARIO HIGH SCHOOL

2022 – 2023 SCHOOL YEAR

SECRETARY II

Previous clerical experience preferred but not required.
Bilingual in Spanish preferred but not required.

8 hr / day

209 day/year

Salary: \$15.44 – \$19.21

Ontario School District participates in the drug free workplace for all employees. New employees are required to take a drug test and submit to fingerprinting and a criminal record check.

APPLICATION

Classified applications may be obtained from the Personnel Office, or email Blanca Brandon at bbrandon@ontario.k12.or.us. Application also available on our website at www.ontario.k12.or.us under District/Employment/Applications.

TIME LINE

Position open until filled.

ANNOUNCEMENT

2416

POSTING DATE

June 24, 2022

Ontario School District
195 SW Third Avenue
Ontario OR 97914
Phone 541.889.5374 FAX 541.889.8553
Website: www.ontario.k12.or.us

Ontario School District is an equal opportunity educator and employer.