

CLASSIFIED

EMPLOYMENT OPPORTUNITY

ONTARIO MIDDLE SCHOOL

SECRETARY II

Experience in Word, Excel, and/or Google platform & bookkeeping preferred.
Bilingual in Spanish preferred but not required.

8.5 hours per day - 196 days

Salary range: \$16.25 to \$20.22

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

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

TIMELINE

Position open until filled.

ANNOUNCEMENT

1399

POSTING DATE

December 09, 2024

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.

Veteran's preference applies with certification of eligibility required.

Title VI & IX Coordinator- Eric Norton email: enorton@ontario.k12.or.us