



Mono County Office of Education

Stacey Adler, Ph.D.
Superintendent of Schools

NOTICE OF VACANCY

The Mono County Office of Education has the following part-time position available:

POSITION:

(1) Support Services Clerk

Under direction, to serve as clerical and secretarial support to assigned First 5 administrative staff and Program Coordinators/Director; to perform a variety of complex office assistance work; to relieve an administrator, consultant, or coordinator of a variety of administrative detail work; to answer public and staff contacts and concerns; and to do related work as required.

QUALIFICATIONS:

- High school diploma or equivalent.
- Financial, budgetary, and account record keeping
- Purchasing and inventory procedures
- Experience must include use of Microsoft Word and Excel.

APPLICATIONS:

Filing deadline for applicants will be November 24, 2022. Applicant will be responsible for completing an application package through Edjoin (www.edjoin.org) to include an application, Letter of Introduction addressing the position qualifications and requirements, current resume, copy of transcript and two current letters of reference.

SALARY:

2022-2023 Classified Salary Schedule Range 44: \$20.65-\$26.47

BENEFITS:

Employer pays pro-rata portion for employee and dependents of medical (includes prescription), dental, and vision insurance, with co-pay amount paid by employee. Life insurance is for employee only.

APPLY TO:

MONO COUNTY OFFICE OF EDUCATION

For application and information go to www.edjoin.org

Additional question please contact Human Resources

PO Box 477

Bridgeport, CA 93517

760-932-7311

Applications from all qualified applicants are welcome; we are an equal opportunity employer