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| **Notice of Classified Vacancy** |
| **The El Dorado Union High School District is seeking qualified applicants for the following position.** |
| **FILING DEADLINE****January 21, 2022****4:30 p.m.** | **PAYROLL SPECIALIST****JOB #22-08** | **DISTRICT OVERVIEW**The El Dorado Union High School District is located in the Sierra Nevada foothills between Sacramento and South Lake Tahoe.The District’s boundaries encompass 1,250 square miles, including a large portion of El Dorado County’s historic Gold Rush region. The area includes about 40 communities along the Highway 50 corridor, including the towns of Placerville, El Dorado Hills, Cameron Park, Shingle Springs, Diamond Springs, Camino, and Pollock Pines. A variety of new and existing homes, many with acreage, are available at reasonable prices within the District.Agriculture, tourism, and light industry are the area’s primary industries. The community is served by Los Rios Community College District, Sierra Community College District, Cosumnes River Community College, California State University at Sacramento, and U.C. Davis.The District’s location and natural setting provide for exciting outdoor activities with the Sacramento River Delta on the western border, Lake Tahoe resort and ski area on the eastern border and the American River.The District serves 6,650 students in grades 9 through 12 and is comprised of four comprehensive high schools, a charter school, a Regional Occupational Program, and a continuation school. |
| **EL DORADO UNION****HIGH SCHOOL DISTRICT**4675 Missouri Flat RoadPlacerville, CA 95667**Human Resources**530.622-5081 or916.933-5165ext. 7228Fax 530.622-5982[Link to EDUHSD](http://www.eduhsd.k12.ca.us/Employment/index.html)[Employment page](http://www.eduhsd.k12.ca.us/Employment/index.html) |
| **Months:****Hours:****Salary:****Anticipated Site:** | **12 mo/yr, Schedule D****40 hrs/wk****$22.40 - $30.70/hr\*****District Office** |
| The successful candidate will possess the skills, knowledge and abilities to:* Demonstrate a high degree of accuracy in maintaining and processing various District payroll records
* Perform payroll work using independent judgment, professionalism, and confidentiality
* Work under the pressure of recurrent deadlines with frequent interruption
* Strong customer service skills
* Establish and maintain cooperative and effective relationships.

Prior school district payroll experience and proficiency in Excel, QSS, and Microsoft Office desirable. Skills testing required.**\* Annual District Health Benefit Cap - $9,686.65**Interested applicants may apply online at[www.edjoin.org/EDUHSD](http://www.edjoin.org/EDUHSD) |
| THE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND PROHIBITS UNLAWFUL DISCRIMINATION AND/OR HARASSMENT OF DISTRICT EMPLOYEES OR JOB APPLICANTS ON THE BASIS OF THE INDIVIDUAL’S ACTUAL OR PERCEIVED RACE, COLOR, ANCESTRY, NATIONAL ORIGIN, AGE, RELIGIOUS CREED, MARITAL STATUS, PREGNANCY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, GENETIC INFORMATION, MILITARY AND VETERAN STATUS, SEX, SEXUAL ORIENTATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, OR ASSOCIATION WITH A PERSON OR GROUP WITH ONE OR MORE OF THESE ACTUAL OR PERCEIVED CHARACTERISTICS. |