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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****July 7, 2022****4:30 p.m.** | **SECRETARY II****JOB #22-72** | **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:****Anticipated Start Date:** | **9 mo/yr, Schedule A****15 hrs/wk****$19.78 - $27.12/hr\*****Independence High School****August 8, 2022** |
| The successful candidate will possess the skills, knowledge and abilities to: * Perform a variety of clerical functions including registrar and attendance, of above-average difficulty in the delivery of various specialized student services programs
* Deal effectively with varying situations requiring utmost confidentiality of student records, diplomacy, friendliness, poise and firmness
* Carry out varied office functions in an environment of interruption and constantly changing demands
* Demonstrate proficiency in Microsoft Office Suite
* Establish and maintain effective relationships with those contacted in the course of work.

**Annual District Health Benefit Cap $9686.65****pro-rated based on contracted hours***\* Starting pay range, see full salary schedule at* [*www.eduhsd.net*](http://www.eduhsd.net)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. |