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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****June 5, 2023****4:30 p.m.** | **ADMINISTRATIVE ASSISTANT*****(Non-Conf)*****JOB #23-20** | **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 Employment page](http://www.eduhsd.k12.ca.us/Employment/index.html) |
| **Months:****Hours:****Salary:****Anticipated Site:** | **12 mo/yr, Schedule D****40 hrs/wk** **$26.93 - $36.92/hr\*****Ponderosa High School** |
| The successful candidate will possess the skills, knowledge and abilities to:* Perform difficult and complex clerical work, using independent judgment and requiring accuracy and speed
* Devise and adapt work procedures and record keeping systems to meet changing organizational or specialized needs
* Communicate clearly, both verbally and in writing
* Carry out varied office functions in an environment of interruption and constantly changing demands
* Establish and maintain effective relationships with those contacted in the course of work.
* Demonstrate proficiency in Microsoft Office Suite and Aeries Student database.

***Testing Date/Time To Be Determined****\* Starting pay range, see full salary schedule* *at* [*www.eduhsd.net*](http://www.eduhsd.net)**Annual District Health Benefit Cap $9,686.65****pro-rated based on contracted hours**Interested applicants may apply online at[www.edjoin.org/EDUHSD](file:///%5C%5Cfs-admin%5Cstaff%5Cdo%5Cpersclas%5CHRTech%5C20%20VacNot%5Cwww.edjoin.org%5CEDUHSD) |
| 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. |