

**Superintendent's Office**  
(209)533-8510  
shssupt@sonorahs.k12.ca.us  
FAX (209)532-4513



**Sonora Union High School District**  
100 School Street, Sonora, California 95370  
Website: [sonorahs.k12.ca.us](http://sonorahs.k12.ca.us)

**Business Office**  
(209)533-0423  
suhdist@sonorahs.k12.ca.us  
FAX (209)532-4513

April 21, 2017

**Internal**

**External**

## NOTICE OF CLASSIFIED VACANCY

### **On-Call Senior Office Specialist**

Salary: \$16.67 - \$22.46

Work Hours: 7:30 a.m. - 4:00 p.m.

Work Location: Sonora High School

#### **Brief Description**

These positions perform a wide variety of secretarial and clerical duties along with using good interpersonal skills

#### **Minimum Qualifications**

Any combination of training or experience that would provide the required knowledge, skills and abilities that is outlined in the attached job description

#### **External Candidates**

- Letter of interest
- Classified Application
- Three (3) recent letters of recommendation

#### **Internal Candidates**

Submit a letter of interest noting your employment experience

#### **Applications Available At**

[www.sonorahs.k12.ca.us](http://www.sonorahs.k12.ca.us) or in the District Office

#### **Send application to**

Sonora Union High School District  
ATT: Kim Evans  
100 School Street  
Sonora, CA 95370  
FAX: (209) 532-4513

#### **Deadline for application**

Open until filled

*Sonora Union High School District is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.*