



# HARLANDALE INDEPENDENT SCHOOL DISTRICT

*"A family working together"*

## **JOB ANNOUNCEMENT**

### **OFFICE CLERK**

*Harlandale High School*

#### **Posting Date**

October 2, 2018

**NUMBER OF DAYS EMPLOYED:** 220

**WORKING HOURS:** 7:30 A.M. – 4:00 P.M.

**PAYGRADE:** 3

**HOURLY RATE RANGE:** \$12.75-\$18.73

**POSITION SUMMARY:** This position is responsible for providing a wide range of secretarial, administrative and clerical support to the school staff and the Principal.

**REPORTS TO:** Campus Principal

#### **MINIMUM SKILLS/QUALIFICATIONS:**

1. High School Diploma or GED
2. Must have minimum 3 years office experience
3. Minimum of 30 wpm typing
4. Knowledge of basic computer operations as well as word processing, graphics, databases, spreadsheets
5. Good oral and written communication skills
6. Ability to operate basic office equipment
7. Ability to operate and maintain a variety of office and instructional equipment (i.e. laminator, ScanTron)
8. Organizational skills

#### **PLEASE SUBMIT APPROPRIATE DOCUMENTS TO:**

Elias Hernandez, Human Resources Coordinator  
Harlandale Independent School District  
102 Genevieve  
San Antonio, Texas 78214-2997  
(210) 989-4410

#### **APPLICATION PROCEDURES:**

- District Employees – submit letter of interest and resume
- Out-of-District applicants must submit a complete on-line application, letter of interest and resume

Applicants chosen for an interview will be contacted about the date and time. For further information regarding a detailed job description, contact Elias Hernandez, Human Resources Coordinator at (210) 989-4410. **Deadline to apply is Monday, October 15, 2018, at 4:30 p.m.**

WORKING DAYS, WORKING HOURS, DUTY ASSIGNMENT AND JOB LOCATIONS ARE SUBJECT TO CHANGE.

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability or any other legally protected status.

*EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*

**The following person has been designated as the Title IX Coordinator:** Diane Tudyk, Executive Director of Human Resources  
102 Genevieve San Antonio, TX 78214 (210) 989-4410