

**SUTHERLIN PUBLIC SCHOOLS**

Douglas County District No. 130

531 E Central

Sutherlin, OR 97479

**CLASSIFIED POSITION****VACANCY NOTICE****August 18, 2021**

<b>POSITION</b>	<b>Secretary</b>  <b>Middle School</b>
<b>DUTIES</b>	Under general supervision, performs a variety of difficult and responsible clerical and secretarial work which requires the use of independent decision making.  See Job Description for more detail
<b>MINIMUM QUALIFICATIONS</b>	High school diploma or general education degree (GED).
<b>SALARY</b>	\$13.70 per hour. Approximately 24 hours per week.
<b>BEGINNING DATE</b>	ASAP
<b>WORK YEAR</b>	150 days approximately
<b>APPLICATION DEADLINE</b>	Open Until Filled
<b>CONTACT</b>	Renee Mercer, Human Resources Sutherlin School District 531 E Central, Sutherlin, OR 97479 541-459-2228 <a href="mailto:renee.mercer@sutherlin.k12.or.us">renee.mercer@sutherlin.k12.or.us</a>
<b>APPLICATION PROCEDURE</b>	<b>Interested candidates should complete the application procedures by contacting the district office at 531 E Central, Sutherlin, OR 97479 or by calling 541-459-2228. You can also obtain a classified application by email at the email address above or on our website at <a href="http://www.sutherlin.k12.or.us">www.sutherlin.k12.or.us</a> . Under Human Resources Department.</b>  <b>Any offer of employment is subject to a successful passage of a pre-employment drug screen test and finger printing and a criminal records check in accordance with OAR 581-22-716 and district policy. All employees will be responsible for the cost of fingerprinting and criminal records check.</b>

SUTHERLIN SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.