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## On-Call Clerical Substitutes

St. Helena Unified School District  
465 Main Street  
St. Helena, CA 94574  
(707) 967-2785 Fax: (707) 963-1335

### **Internal/External Job Posting**

St. Helena Unified School District is accepting applications for on-call clerical substitutes for all St. Helena school sites including the District Office.

**General Duties:** Under the general supervision of the principal, performs a variety of basic to advanced secretarial and clerical functions, maintains confidentiality and completes other related duties as assigned.

**Minimum Qualifications:** General knowledge of English usage, spelling, arithmetic, and punctuation; has a basic understanding of school accounting; office methods and practices, including filing and receptionist techniques; letter and report writing; office machines and their operation. Ability to practice good judgment; perform difficult clerical work without close supervision; maintain cooperative relationships with students, faculty, and the public; follow oral and written directions; be flexible under pressure. Must possess high school diploma or equivalent and three years related experience. **Bilingual Spanish is highly preferred.**

**Hours:** Varies between 7:30 a.m.-4:00 p.m. and 8:00 a.m.-4:30 p.m.

**Salary:** Determined by assignment. Applicant will be placed on range outlined in job description and Step 1 of the CSEA salary schedule.

**Starting Date: On-Call as Needed**

**How to Apply:** Internal applicants please submit a letter of interest to Melissa Hansen at the District Office (emails are OK). External applicants need to fill out an application online at [www.edjoin.org](http://www.edjoin.org)

**Deadline: Open Until Filled**

**Distribution:** All SHUSD, website and Edjoin