

POSITION ANNOUNCEMENT

April 26, 2018

PAYSON UNIFIED SCHOOL DISTRICT

HAS THE FOLLOWING OPEN POSITION:

Office Technician I (Technology Department)

**20 hours per week – 2018/19 school year
9 month – 202 day Notice of Employment**

**Beginning Hourly Salary - \$11.36 - \$13.59
(Salary based on years of experience up to and including 10 steps)**

QUALIFICATIONS

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. Knowledge of modern office equipment including personal computer and related software. A high school diploma or equivalent and four years experience as a secretary is preferred. School district experience preferred.

APPLICATIONS

All applicants are requested to submit an application and résumé or if you are a current PUSD employee, transfer request plus résumé to:

**Payson Unified School District #10
Personnel Office
PO Box 919
Payson, AZ 85547
472-5739 or FAX (928) 472-2013
Website: www.pusd10.org**

Open Until Filled