

# **POSITION ANNOUNCEMENT**

**June 15, 2017**

## **PAYSON UNIFIED SCHOOL DISTRICT**

HAS THE FOLLOWING OPEN POSITION:

### **Office Technician I (Transportation Department)**

**12 months/benefits**

**Beginning Hourly Salary - \$10.16 - \$12.68**

**(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](http://www.pusd10.org)**

**Open Until Filled**