

POSITION ANNOUNCEMENT

May 31, 2018

PAYSON UNIFIED SCHOOL DISTRICT

HAS THE FOLLOWING OPEN POSITION:

Payson High School Office Technician I CTE

194 Days~8 hrs/day~Benefits

Beginning 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, In-District 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