

INTERNAL CLASSIFIED
EMPLOYMENT OPPORTUNITY

MAINTENANCE

SECRETARY III

3-5 years of clerical experience required.
Bilingual in Spanish is preferred but not required.

PART TIME 8.5 hrs. / 3 days a week /196 day.

Salary: \$19.24 to \$23.78 per hour

Ontario School District participates in the drug-free workplace for all employees. New employees are required to take a drug test and submit to fingerprinting and a criminal record check.

APPLICATION	Classified applications may be obtained from the Personnel Office, or email Blanca Brandon at bbrandon@ontario.k12.or.us . Application is also available on our website at www.ontario.k12.or.us under Personnel.
TIMELINE	Position open until filled.
ANNOUNCEMENT	# MA2293
POSTING DATE	September 24, 2026

Ontario School District
195 SW Third Avenue
Ontario OR 97914
Phone 541.889.5374 FAX 541.889.8553
Website: www.ontario.k12.or.us

Ontario School District is an equal-opportunity educator and employer.
Veterans' preference applies, and certification of eligibility is required.
Title VI & IX Coordinator- Eric Norton email: enorton@ontario.k12.or.us

If you require reasonable accommodations for the application/ interview process, please call Ontario School District Human Resources at (541) 889-5374 Ext 3230, or speech/hearing-impaired persons may contact the district for assistance through Oregon Relay at 711