



SIERRA UNIFIED SCHOOL DISTRICT

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www.sierrausd.org

Foothill Elementary • Sierra@Home • Sierra Alternative High • Sierra Jr/Sr High

CLASSIFIED-JOB ANNOUNCEMENT 2025-2026 School Year Job Posted *Inside and Outside* District

August 25, 2025

POSITION: ***CLERK TYPIST***
LOCATION: **Foothill Elementary School**

SPECIAL DETAILS:

8.0 hrs per day
190 duty days
Replace Position #2335

Salary:

Schedule #175 – Step I - \$18.66
According to CSEA Contract, district paid benefits are included with this position.

Primary Function:

Performs a variety of clerical activities including typing, filing, and record keeping in support of the school office operations.

NOTE: Upon request a complete Job Description is available from the Personnel Department

APPLICATION DEADLINE: September 9, 2025 @ 4:00PM OR UNTIL FILLED

*Current employees (non-substitutes) submit a Resume, 1 Letter of Recommendation (dated within 1 year)
Letter of Interest and/or an updated Application.*

*All other applicants submit a Sierra Unified Classified Application, Resume, and 1 Letter of Recommendation
(dated within 1 year) or apply at www.edjoin.org*

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