



JUNE 2025

VACANCY FOR THE 2025 – 2026 SCHOOL YEAR

Position: **HUMAN RESOURCES CLERK I**

Opening Date: **MONDAY, JUNE 23, 2025**

Closing Date: **WEDNESDAY, JUNE 25, 2025 – NO LATER THAN 3:30 P.M.**



Note to Applicant: Your application must be filled out completely and will only be accepted if it clearly indicates that the minimum requirements for the posting are met. Applications for employment are accepted online via [EDJOIN.ORG](https://edjoin.org). **It is your responsibility to review your application after submitting and ensure all the requirements were attached to the application before the closing date. Incomplete applications will not be considered.**

New hires may be eligible for benefits after passing a 60 day work period.

Benefits:
Salary: \$22.56/hr. - \$27.42/hr. (All employees are hired on Step 1 unless verification of similar previous experience in a school district).

Minimum Requirements: **High School Diploma or equivalent AND:**

- **Two (2) years of responsible clerical experience.**
- **Knowledge of modern office practices, including computers and software.**
- **Understand and interpret oral and written directions and instructions.**
- **Two (2) recent letters of reference (Must Attach)**
- **Keyboard neatly and accurately at least 35 wpm – (5-minute typing certificate).**
- **To be considered, all requirements MUST BE ATTACHED when submitting application.**

Example of Duties: Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here: Human Resources Receptionist which includes assisting customers; assists the switchboard operator in the main lobby; may assist with data input verification for all HRS input; prepares/types board letters and may prepare Human Resources Board Agenda items; assists in the maintenance of up-to-date records and reports in HRS; maintains employee TB and blood-borne pathogens records; prepares employment verifications; assists in the preparation of reports and notices as directed; type letters, memorandums, reports, and materials from copy or rough draft; performs general clerical assistance to the office including, but not limited to, answering inquiries over the telephone, typing, copying and mailings; revises and updates policies and regulations; assists in maintaining files and personnel records; may assist with maintaining and operating sub-finder system and related responsibilities; updating of personnel index files; assists in fingerprint processing; may assist in taking pictures and issuing staff badges; may prepare service requisitions and purchase requisitions; prepares employee evaluations monthly; assists in verifying employment applications for accuracy; **Minimum Knowledge of:** Modern office practices, typing, filing, business correspondence and computers. **Skills and Ability to:** Understand and interpret oral and written directions and instructions; compile and analyze information; keyboard neatly and accurately at least 35 wpm on a five-minute test; establish and maintain cooperative working relationships with others and uses good judgment in contacts with the public; maintain professional confidentiality; performs related duties as assigned. (Complete job description available in Human Resources.)

Examination: Applicants must successfully complete each part of the examination process in order to be considered further.

PLEASE NOTE: WE MAY REQUIRE SUPERVISOR RECOMMENDATION FORMS FOR IN HOUSE EMPLOYEES.

WRITTEN EXAMINATION: TBD – TIME: DATE & TIME MAY BE SUBJECT TO CHANGE.

PERFORMANCE TEST: TO BE DETERMINED

Typing Test:

SCORING: WRITTEN EXAMINATION WILL CARRY A WEIGHT OF 100%.

Typing test may be obtained at the following locations or any location that provides a work stamp:
Antelope Valley Work Source Center (AJCC) – 1420 W. Ave I., Lancaster; (661)726-4128
Hours: 8:00 AM – 5:00 PM (Monday – Friday, by appt. only) Certificate must have their work stamp.

OR

South Valley Work Source Center (AJCC) – 38510 Sierra Hwy, Palmdale; (661)265-7421
Hours: 8:30 AM – 4:30 PM (Monday – Friday, by appt. only) Certificate must have their work stamp.

ONLINE TYPING TEST ARE NOT ACCEPTED.

Typing certificate must be attached to application. If you have a typing score on file, please verify that your score is 35 wpm.

An eligibility list will be in effect for 6 months or until fewer than 3 applicants remain on the list.

If five (5) qualified applicants from the Lancaster School District demonstrate the ability to meet the job qualifications, the position will be filled on a promotional basis.

**General
Information:**

Physical Requirements and Working Conditions

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower mobility may not be required.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Tuberculosis Exam or Chest X-Ray

Before being employed and beginning work for this District, you will be required to file evidence of having had tuberculosis Mantoux examination (Intradermal skin test) with a negative result within the past year (or have submitted to a tuberculosis risk assessment within the past 60 days). Medically verified positive skin test results require a chest x-ray.

Other Requirements

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation.

Pursuant to Public Law 99-603 (US Immigration and Naturalization Service), all employees hired after November 6, 1986, must provide proof of work eligibility. Please be prepared to provide appropriate documentation, which establishes your right to work in this country.

"AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER"