

## VACANCY ANNOUNCEMENT

Salmon School District #291 is seeking qualified candidates for the position of  
**Office Clerk**  
For the 2022-2023 School Year

The qualified candidate will work 24 hours per week, Monday through Friday, working mainly in the District Office but may work at other sites. This is a 12-month part-time position that includes benefits such as health care and retirement.

### **JOB DESCRIPTION:**

- Reports to the Director of Finance
- Meet and greet Visitors
- Print receipts and deposit for monies collected
- Types a variety of materials from rough draft or copy
- Will handle typical office duties such as answering phone, data entry, order and receive supplies, mail, invoices, filing.
- Basic Bookkeeping – including Accounts Payable

### **QUALIFICATIONS:**

- High School Diploma or equivalent is required.
- Preference given to those with accounting/finance background or secretarial experience.
- Maintains confidentiality of district information.
- Proficiency in word processing and learning new software programs.
- Good oral and written communication skills.
- Ability to work well with others including staff, students and parents
- Employment is conditional upon passing a background investigation. (Fingerprint and background investigation expenses are paid by the applicant.)

**APPLICATION DEADLINE:** Open until filled

**POSITION BEGINS:** ASAP

**HOURS:** 24 Hours per week

**SALARY:** \$ 11.00 per hour dependent upon experience

**APPLY TO:** Salmon School District Office  
1501 Bean Lane  
Salmon, Idaho 83467  
208-756-4271

Compliance with Salmon School District #291 Drug Free work policy is required.

### **EQUAL OPPORTUNITY EMPLOYER**

Salmon School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.