

# CLASSIFIED

## EMPLOYMENT OPPORTUNITY

### ONTARIO MIDDLE SCHOOL

### SECRETARY II

Experience in Word, Excel, and/or Google platform & bookkeeping preferred.  
Bilingual in Spanish preferred but not required.

**8.5 hours per day - 196 days**

**Salary range: \$16.25 to \$20.22**

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

Applications may be obtained from the Personnel Office or email Blanca Brandon at [bbrandon@ontario.k12.or.us](mailto:bbrandon@ontario.k12.or.us). Application also available on our website at [www.ontario.k12.or.us](http://www.ontario.k12.or.us) under Employment.

#### TIMELINE

Position open until filled.

#### ANNOUNCEMENT

# 1399

#### POSTING DATE

December 09, 2024

Ontario School District  
195 SW Third Avenue  
Ontario OR 97914  
Phone 541.889.5374 FAX 541.889.8553  
Website: [www.ontario.k12.or.us](http://www.ontario.k12.or.us)

**Ontario School District is an equal-opportunity educator and employer.**

**\*Veteran's preference applies with certification of eligibility required.\***

**Title VI & IX Coordinator- Eric Norton email: [enorton@ontario.k12.or.us](mailto:enorton@ontario.k12.or.us)**