

CONTINUOUS ANNOUNCEMENT

MT. DIABLO UNIFIED SCHOOL DISTRICT
IS ACCEPTING APPLICATIONS
FOR THE POSITION OF:

SUBSTITUTE CLERICAL

Minimum \$11.45 / Hour
Hourly rate depends on assignment

*On-call assignments to provide clerical assistance at
schools and departments*

A district application form must be obtained and filed with the Personnel Office. The completed application should fully and clearly describe the applicant's education and work experience background. Applications will be kept on file for six (6) months. Contact will be made as written testing, timed typing tests and orientations are scheduled.

- Must be able to type 45 net words per minute (5 minute timed test).
A typing certificate will be accepted if: ❶ it is dated within the past six months, ❷ it was a 5-minute test, and ❸ gross wpm and number of errors are indicated. Certificate must be on business letterhead with address and phone number of facility where test was taken.
- Written test consists of math, grammar, filing and spelling.
Sample clerical tests are available in the Personnel Office.

*Prior to employment, candidate will be fingerprinted by
Mt. Diablo Unified School District.
Costs incurred are the responsibility of the prospective employee.*