

LAGUNA DEPARTMENT OF EDUCATION

POSITION OPENING INTERNAL/EXTERNAL NOTICE

POSITION: **RECEPTIONIST/CLERK (FULL TIME)**

POSTED: **09/17/2021**

LAST DATE TO APPLY: **10/01/2021 OR UNTIL FILLED**

LOCATION: **Administration Building**

WHO TO CONTACT: **Rachel Chino, HR Assistant**
505-552-6800
Email: r.chino@lagunaed.net

QUALIFICATIONS: HIGH SCHOOL DIPLOMA, DRIVER'S LICENSE,
EXPERIENCE IN WORKING WITH PEOPLE IN AN
EDUCATIONAL ENVIRONMENT OR EQUIVALENT,
EMPHASIS IN RECEPTIONIST/CLERK EXP.
PREFERRED. Job description available upon request. .

SALARY: **\$13.71/hr. UP TO \$14.49/hr. 240 DAYS**

Applicants are encouraged to submit a letter of interest, a current resume, and an up-to-date application.



For information on applying for any position contact:

Human Resources
(505) 552-6008 ext. 1001
Fax (505) 552-6398
Email p.guardiola@lagunaed.net

Conditions of Employment: Able to comply with the immigration Reform and Control Act of 1986; obtain a successful Criminal History Background Check. Laguna-Native American Preference.

The Laguna Department of Education is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or military status in compliance with federal and state laws.