

CAREER OPPORTUNITIES

ATTENDANCE TECHNICIAN

PROMOTIONAL / OPEN COMPETITIVE

\$2,777 – \$3,652 per month

Last day to apply: Friday, December 4, 2009 by 4pm

... where you can apply for a job with a purpose



Health and Welfare Benefits :

*Medical *Dental *Vision *Life Insurance *CalPERS (retirement)

Why MUSD?

Promotional Opportunities ~ Family Atmosphere ~ Opportunity to educate our community for the future ~ an Extensive Employee Assistance Program – EASE ~ generous vacation and paid holidays for full-time employees

Requirements for Position:

The Montebello Unified School District is seeking an energetic and outgoing individual interested in working in a dynamic, fast-paced environment.

Graduation from high school or G.E.D. equivalent. Two (2) years of office administrative or secretarial experience. Experience in a public agency is highly desirable. Or some combination of education, training and experience that produces the requisite knowledge and ability.

Special Requirements: Ability to type accurately at an acceptable rate of speed.

Positions in this classification may be required to utilize oral and written abilities in a second designated language.

How to apply: Additional information together with the application and supplemental are available online at: www.montebello.k12.ca.us/classified, or you may visit the **Automated Employment Information Center** located in our main lobby.

Montebello Unified School District Personnel Commission

123 South Montebello Blvd.
Classified Human Resources
Room 6
Montebello, Ca 90640

Phone: 323-887-7926
Fax: 323-887-5897
Website: www.montebello.k12.ca.us/classified

The Montebello Unified School District is an Equal Opportunity Employer.