



526 B Street ♦ Davis, CA 95616 ♦ (530) 757-5300 ♦ FAX: (530) 757-5422 ♦ www.djUSD.net

February 28, 2024

ANNOUNCEMENT OF OPENINGS
CLASSIFIED POSITIONS
IN-DISTRICT ONLY

PLEASE POST

The following positions are being advertised "in-district only". No later than 4:00 p.m., on the final filing date listed for each position, any bargaining unit member can submit a "Request for Transfer for Classified Positions" to Teri Furlow, Human Resources Technician. Please note that established procedures will be followed for filling positions through (1) transfers; (2) reemployment of laid off or reduced employees; and (3) new assignments and/or promotional opportunities.

All positions are daily Monday through Friday, unless indicated otherwise.

Site Administrative Assistant I – 1.0 FTE, Harper Junior High School, 11 months, 40 hours/week, \$24.15-\$25.70/hour.

Requires: High School diploma or equivalent. Minimum of 3 years of progressively responsible secretarial and clerical experience, preferably with at least 1 year in a school setting. College credit may be substituted for some experience to a maximum of 50% of requirement for position.

Final filing date: March 5, 2024.

Please note: The Request for Transfer for Classified Position form has been updated. The Request for Transfer is only available for the same classification or lower. All other positions require an application on EdJoin