

PLEASE POST



FEBRUARY 18, 2021

EXISTING NON-INSTRUCTIONAL VACANCIES

HUMAN RESOURCES

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(The Nation's Largest Fully Accredited School System)

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <https://www.browardschools.com/Page/32164>

Broward County Public Schools Is An Equal Opportunity/Equal Access Employer

DEADLINE

DATE*

2/26/21

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2/26/21

PLEASE POST

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, EEO/ADA Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

POSITION

Temporary Clerical Worker
(\$12.71 per hour)
(7 hours per day)
Position#: 80215658
Tracking#: NIS-54934
Location Number: 62681000

WORK LOCATION

Westchester Elementary

QUALIFICATIONS

EDUCATION: Standard high school diploma, Special High School Diploma, or satisfactory completion of an approved General Educational Development (GED) Testing Program.

EXPERIENCE: No previous work experience required.

SPECIAL QUALIFICATIONS: Computer skills as required for the positions. Bilingual skills preferred.

WORK HOURS: Monday-Friday 7:30 a.m. - 3 p.m.

EFF. DATE *

OF VACANCY

3/1/2021
(Prev. Adv.)

HARD COPY RESUME ONLY

EMAILS WILL NOT BE CONSIDERED

Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send Resume & HS Diploma/GED to:
Melissa Frame-Geraine
12405 Royal Palm Boulevard
Coral Springs, FL 33065

***PRIOR TO APPLYING FOR ANY CLERICAL VACANCY THAT REQUIRES THE COMPUTER KEYBOARD SKILLS TEST, THE APPLICANT MUST BE QUALIFIED FOR THE POSITION THROUGH THE DISTRICT'S SPECIFIC COMPUTER KEYBOARD SKILLS TEST BEFORE VACANCY DEADLINE.**

NOTE: Interviews for clerical positions may be conducted via panel interview. Interviews will be determined by the hiring supervisor upon receipt of applicants resume.

To register for the computer keyboard test, visit our website: <https://www.browardschools.com/Page/32516>. Job descriptions may be viewed at: <https://www.browardschools.com/Page/36072>

Applicants with academic training, high school diploma, or college degrees granted outside of the United States must submit a credential evaluation report including a statement of high school diploma/college degree equivalency.

For a list of acceptable foreign education credential services access www.naces.org.

Selected Candidates must provide official college transcripts if required for the position.