

MANAGEMENT CONFIDENTIAL OPENINGS

POSTING #	POSITION	REQUIREMENTS	DESCRIPTION	POSITION PARTICULARS	COMMENTS	CLOSING DATE
190122-1	Office Coordinator, Human Resources Department (2 Positions Available)	See website below for specific qualifications	Provide clerical support for the Human Resources Department and Director. Interacts daily with employees.	Minimum salary range: \$36,000 - 42,000. Actual salary will be based on education and experience and may be higher than the minimum salary range. Benefits per the Management Confidential MOU	Civil Service – PROVISIONAL Must take the exam the next time it is offered, pass and be immediately reachable	2/8/19

REVISED: 1/22/19

For all applicants (both internal and external): Visit the website below for more information and application instructions

<https://sites.google.com/nccsk12.org/office-coordinator/home>