



**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**  
**176 HOLSTON DRIVE, LANCASTER, CALIFORNIA 93535**

**VACANCY ANNOUNCEMENT #25-26-89**

**OPEN: MAY 1, 2026 CLOSE: MAY 11, 2026 4:00 PM**

The online application for this posting may be found at <https://www.edjoin.org/avuhsd>

To print and submit application via email or fax, visit [www.avdistrict.org](http://www.avdistrict.org)

**Anticipated Vacancy**

**POSITION: ASSOCIATED STUDENT BODY CLERK TYPIST**

**TRANSFER INFORMATION:** Employees who wish to transfer to any school in the District are requested to submit a District Classified Transfer Request to the Human Resources Office by the closing date listed on this announcement. Transfer requests for school locations other than the one announced may be considered in the event an opening is created at the desired school in the process of filling this announced vacancy.

**CLASS DEFINITION:** Under the immediate supervision of a site administrator, performs a variety of bookkeeping, accounting and clerical work, and duties as required.

**EXAMPLES OF DUTIES:** Orders, receives, inventories and sells student store merchandise to fund student activities, and ensure that clubs and sports programs are able to run efficiently to further student social and emotional goals (including snacks sold through the store). Supervises the sales and issuance of ASB cards, stickers, snack items and other fundraising items as needed in order to maintain student activities. Sales, processing and/or distribution of student ID cards, picture packets, announcements, and activity awards as required by the school site. Assists with financial reconciliation and posting; periodic reports; prepares banking receipts; conducts inventory and maintenance of student store. Operates standard office machines (filing, typing and copying); makes routine checks and comparisons of reports or records for compliance with specific requirements, including outside audit recommendations as applicable. Supervises and works with students as may be required; deals courteously and tactfully with students, parents, public and employees; answers telephone; makes appointments and other related duties as required.

**REQUIRED QUALIFICATIONS:**

**Experience:** One year of experience in clerical work, bookkeeping or retail sales.

**Education:** High School Diploma or equivalent.

**Knowledge of:** Bookkeeping and basic business practices, forms and terminology; modern office methods.

**Ability to:** Operate adding and calculating machines and use applicable computer programs with speed and accuracy; do general clerical work; use proper English; use correct spelling and punctuation; understand and follow oral and written instruction; type with reasonable speed and accuracy; operate common office machines; work independently; establish and maintain cooperative working relationship with students and staff. Provide high quality customer service to students, community and District staff.

**PHYSICAL ABILITY:** The physical and mental abilities described below are representative of those employees may need to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**CONTINUES ON REVERSE**

**PHYSICAL ABILITY (CONTINUED):** Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. Able to conduct verbal conversation. Able to hear normal range verbal conversation (approximately 60 decibels). Able to sit, stand, stoop, kneel, bend and walk. Able to sit for sustained periods of time. Able to climb slopes, stairs, steps, ramps and ladders. Able to lift and carry up to 20 pounds. Able to exhibit full range of motion for shoulder external rotation and internal rotation. Able to exhibit full range of motion for shoulder abduction and adduction. Able to exhibit full range of motion for elbow flexion and extension. Able to exhibit full range of motion for shoulder extension and flexion. Able to exhibit full range of motion for back lateral flexion. Able to exhibit full range of motion for hip flexion and extension. Able to exhibit full range of motion for knee flexion. Able to operate office machines and equipment in a safe and effective manner. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy.

**REQUIRED TO:** Hold and maintain a valid California Motor Vehicle Operator's License, proper insurance and a driving record satisfactory to the District. Pass a required drug test. Submit to fingerprint testing through the California Bureau of Justice and/or the Federal Bureau of Investigation.

**SUPERVISION OVER:** None  
**SUPERVISION FROM:** Administrative Supervisor  
**HOURS:** 6 hours per day / 11 months per year - Schedule of time to be determined at school site in conjunction with Principal or designee.  
**SALARY:** Range 28, Step 1 (\$2,604.68 per month)

**APPLICATION INFORMATION:** All qualified individuals interested in this position may apply online at [www.edjoin.org/avuhsd](http://www.edjoin.org/avuhsd) OR print and complete the application available at [www.avdistrict.org](http://www.avdistrict.org). For online application, submit the complete AVUHSD Application and attach a complete chronological resume. To submit a printed application, include a complete chronological resume and forward via email ([enava@avhsd.org](mailto:enava@avhsd.org)) or fax (661-952-5466). You are strongly encouraged to also attach copies of letters of recommendation (professional preferred), degrees, certificates, and diplomas demonstrating relevant training and education. Incomplete packets will not be considered. Be advised that any falsification and/or omission of information may be sufficient cause for immediate termination. Applications will be screened and selected candidates will be contacted for further testing and/or interview.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT WORKFORCE DIVERSITY**

*Diversity is one of the defining strengths of America, and the diversity of the Antelope Valley Union High School District workforce is essential in the preparation of our students with academic, technical, and work-related skills necessary for success in the 21<sup>st</sup> century. To accomplish this undertaking, it is essential that we have a workforce that reflects the diversity of the community we serve and educate. The Antelope Valley Union High School District is committed to recruiting, hiring, and retaining highly qualified employees who not only represent our community, but are also dedicated to creating a culture of inclusion that values each individual and promotes collaboration and fairness. The Antelope Valley Union High School District is committed to offering an employment and educational environment free from discrimination with respect to race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, actual or perceived sexual orientation, or any other unlawful consideration.*

**EQUAL OPPORTUNITY EMPLOYER**



**Kristina Ramos, Assistant Superintendent, Human Resources**