



**WEST ORANGE-COVE C.I.S.D.**

***HUMAN RESOURCES OFFICE***

*chan@woccisd.net*

*Phone: 409-882-5610*

*Fax 409-882-5470*

***JOB VACANCY***

***PARAPROFESSIONAL***

***WEST ORANGE-STARK ELEMENTARY SCHOOL***

***COUNSELOR'S CLERK***

**DESCRIPTION:** The role of the guidance office/counselor's clerk is to facilitate and implement the efficient operation of the school guidance department and provide clerical services for the guidance department staff.

**QUALIFICATIONS:** High School Diploma or equivalent  
Thirty semester hours of college credit with some business orientation or equivalent business school training **OR**  
Three years of general clerical/secretarial experience preferred  
Two years of experience as an educational secretary preferred  
Proficient skills in typing, work processing, and file maintenance  
Effective communication and interpersonal skills  
Proficiency in office records, management and business writing  
Basic math skills  
Ability to operate computer and related equipment

**SALARY:** Pay Grade 3  
Minimum \$18.00/hour - Maximum \$24.00/hour *Based on experience*  
193 Days

**DEADLINE:** Open until filled

**HIRE DATE:** 2025-2026 School Year

**ON-LINE APPLICATIONS AVAILABLE @ [www.woccisd.net](http://www.woccisd.net).**

For additional information, you may contact Christina Anderson, Director of Human Resources, at 409-882-5610, [chan@woccisd.net](mailto:chan@woccisd.net).

Applicants for all employment positions in the West Orange Cove Consolidated Independent School District are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status.

4/16/2025

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