



## YOUNG SCHOOL DISTRICT#5

P. O. Box 390 - 46878 Highway 288  
Young, Arizona 85554  
Phone: (928)462-3244  
Fax: (928)462-3283  
Patrick O'Donnell, Superintendent  
Stephanie Rider, CFO

### Employment Opportunity (Posted 02/13/2024)

#### **Full-Time Business Clerk / Board Secretary**

Young Public School is taking applications for a Business Clerk/Board Secretary. YPS has an immediate opening for a supportive team player to assist in the business office.

The Candidate must:

1. Pass a pre-employment drug test and receive/hold a IVP fingerprint card issued by AZDPS.
2. Be familiar with and capable of adhering to all Federal and State regulations.
3. Be Eligible to work in Arizona.
4. Upon hiring, conduct oneself in a professional manner in regard to hygiene and behavior.
5. Adhere to all district contractual agreements, bylaws, regulations and procedures.
6. Requires experience with Word, Excel, Publisher and the ability to type 40 wpm.

As per Arizona Revised Statutes, if considered for hire, the employee must submit to a thorough background investigation and obtain a fingerprint clearance card through the FBI and Arizona Department of Public Safety.

This position will remain open until filled.

Applications are available at the school office Monday through Thursday from 8:00 a.m. until 4:00 p.m. For more information, please call Young Public School at 928-462-3244 or email [czienka@youngschool.org](mailto:czienka@youngschool.org).