

INYO COUNTY
PERSONNEL SERVICES
P. O. Box 249
INDEPENDENCE, CA 93526



(760) 878-0377
FAX (760) 878-0465

AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

INSTRUCTIONAL AIDE – (TEMPORARY)
Application Deadline: October 28, 2020

DEPARTMENT: Administration
SALARY: \$15.97 - \$19.37 per hour (40 hours per week - no County benefits)
LOCATION: Bishop CA (Bishop Senior Center, behind Bishop City Park)
OPENINGS: 2 (8am-5 pm)
TERM: Not to exceed 6 months

PURPOSE: In an effort to provide support to County Employees with the distant learning in place at the local schools, the County is looking for employees to help provide that support.

DESCRIPTION: The Instructional Aide will assist the specific student's needs, in individual or group instruction. Will provide supervision to a group of up to 10 children (ages 5-14), computer knowledge desired.

REQUIREMENTS: Must have a high school diploma or equivalent, driver's license, and experience working with children or student. Criminal Records check with successful completion is required.

APPLICATION: Applications **must be received** at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526 **no later than 5:00 p.m. October 28, 2020 (postmarks not accepted)**. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed.

REASONABLE ACCOMMODATION FOR PERSONS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). All positions are considered Countywide positions. Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.