



# Human Resources Division

## Memo

**TO:** All Classified Substitutes

**FROM:** Maribel Escobar *ME*  
Director III, Human Resources

**DATE:** May 3, 2017

**SUBJECT:** **Classified Clerical Substitutes – Substitute Work at the ACC/Registration Center**

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Human Resources is offering substitute work for all current **Clerical substitutes** at the Alessandro Administration Center (ACC)/Registration Center on the dates and times listed below:

- **8/9/17 - 9/1/17**  
Clerk Typist II - twelve (12) positions  
Clerk Typist II - Bilingual - twelve (12) positions

The daily work hours for this assignment are from **7:45 a.m. - 4:15 p.m.** Substitutes who sign up must be available the entire week of **July 10-14, 2017, from 8:00 a.m. - 4:00 p.m.** to attend an all-day training in the computer laboratory at the District Office.

**You must be available to work the entire assignment you have accepted and attend the required training.**

If you have questions or need additional information, please contact Elvira Castillo or Nancy Vaught in Human Resources at extension 17304 or 17306 respectively. Thank you.

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Please return this entire form to Human Resources indicating your intention **no later than June 30, 2017. Attn. Gustavo Chavez – sub desk**

Substitute Name: \_\_\_\_\_ Employee No.: \_\_\_\_\_

Contact Phone No. \_\_\_\_\_

Substitute Position Selected:     Clerk Typist II     Clerk Typist II - Bilingual