



## Clarke County School District

Advertisement Period:  
June 4, 2025 - UNTIL FILLED

Ph: (251) 250-2155  
Fax: (251) 250-2156

Advertised No.: 2025-43

**Position:** Office Assistant

**Location:** Jackson High School

**Salary:** Support Salary Schedule

**Qualifications:** Must have a high school diploma or GED

**How to apply:** If you have a current application on file, simply submit a letter of interest  
Paper applications should be mailed or brought to the office of the Superintendent at the following address:  
Clarke County Board of Education  
Attn: Elissa Brown  
P.O. Box 936, 155 W. Cobb Street  
Grove Hill, AL 36451

Please attach a copy of the following:

- Social Security Card
- Driver's License
- High school diploma or equivalent

**General:** This is a 9-month position and includes a full benefit package.

*The Clarke County Board of Education is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference.*