

JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

Job #217A

February 1, 2019

SCHOOL CLERK

Salary \$17.76 - \$21.67 per hour (Range 235)

EXAMPLES OF DUTIES

Types correspondence, reports and stencils from various rough draft materials; answers telephone calls, takes and relays messages and acts as receptionist; gives information relative to school operations over the counter and by telephone; maintains a system of interrelated files and records; duplicates bulletins, schedules, and other materials; and may supervise other clerical and student help.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office practices and procedures, including business correspondence, filing and standard office equipment operation.

Ability to:

Perform clerical work involving independent judgment and requiring accuracy and speed; spell correctly and use good English; understand and follow oral and written direction; and type from a clear copy at a speed of **45 words per minute**.

Experience:

Recent general clerical experience, including the operation of standard office equipment, and involving public contact responsibilities.

Desirable Qualifications:

The ability to develop and maintain positive relationships with students, parents and school staff.

Education:

Proof of High School Diploma or equivalency. **Person hired will also be required to submit to a physical examination, be fingerprinted, and complete a child abuse index form. (Fees Live Scan - \$32.00, FBI - \$17.00, Child Abuse Index - \$15.00, Social Service - \$10.00 = \$74.00).**

WORK YEAR/BENEFITS

This is an **11 month, 3.75 hour per day** position with the **RAMONA HEAD START STATE/PRESCHOOL PROGRAM**. Hours are from **8:30 a.m. – 12:15 p.m.** Person selected will receive paid vacation, holidays and sick leave.

APPLICATION PROCEDURE

Please apply via **EdJoin.org** at <https://www.edjoin.org/Home/DistrictJobPosting/1134221>. The deadline for submitting an application is **FEBRUARY 13, 2019 by 4:00 p.m.**

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

SCHOOL CLERK

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Sitting, standing, walking level surface, reaching, bending, use of both legs; fine coordination, wrist/arm motion, grasping/holding, use of all fingers, use of both hands; lift 1-15 lbs., carry/push 1-15 lbs.; near vision, use of both eyes, normal hearing, distinguish sounds in transmission, speaking.

Mental:

Stress of deadlines, normal work standards stress, ability to work with interruption, reading, interpreting policy, calc. Perform routine math process, memorize and recall objects.

Working Conditions:

Office environment.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p>Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p>Title IX, Title VI, and Title VII Coordinator (Student Issues): Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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