

JOB NOTICE

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

***** 2018 – 2019 SCHOOL YEAR *****

Job #110

September 7, 2018

SUBSTITUTE SECRETARY I
Salary \$16.59 per hour (Range 540)

EXAMPLES OF DUTIES

Transcribes or revises on computer from copy, types correspondence; answers telephone calls, takes and relays messages and acts as receptionist; maintains a system of interrelated files and records; duplicates bulletin schedules and other materials; supervises other clerical and student help; and other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office practices and procedures, including business correspondence, filing, standard office equipment operation, and word processing including Microsoft Word.

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 directions; type from a clear copy at a speed of **40 words per minute**; take dictation is desirable; and develop and maintain positive working relationships with students, parents and staff.

Experience:

None required.

Education:

Proof of High School Diploma or equivalency.

Desirable Qualification:

Bilingual Spanish

WORK YEAR/BENEFITS

There are **SUBSTITUTE POSITIONS** at **VARIOUS LOCATIONS** working on a needed basis only.

APPLICATION PROCEDURE

Please apply via EdJoin.org at <https://www.edjoin.org/Home/JobPosting/1094009>. The deadline for submitting an application is **APRIL 30, 2019**. A test may be given.

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

SECRETARY I

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Sitting. Walking on level surfaces. Reaching. Bending and use of both legs. Fine coordination. Wrist/arm coordination, grasping/holding, use of all fingers and both hands. Regular lifting up to 15 pounds. Carry/pushing up to 15 pounds. Color and near vision, depth perception. Use of both eyes with corrective lenses. Sense of smell, speaking, normal hearing and able to distinguish sounds in transmission.

Mental:

Normal work standards stress and stress of interpersonal conflict. Ability to work with interruption. Concentrate for long periods of time. Reading. Interpreting policy. Calc., perform routine math process. Memorize and recall objects, people. Analyze problems and generate alternative.

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>
--	---