

JOB NOTICE

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

***** PERMANENT DISTRICT EMPLOYEES ONLY *****

Job#248

March 8, 2019

MEDIA CLERK, JUNIOR
Salary \$15.68 - \$19.12 per hour (Range 225)

EXAMPLES OF DUTIES

Receives, screens, and routes correspondence; receives the public and provides routine factual information; maintains operational records by transferring data, calculating totals and subtotals; maintains check-out/check-in system of resource materials (books, CD ROMS); prepares new file folders in accordance with specific instructions; inputs information on computer; types memos and letters from clear copy or rough draft; assists with equipment inventory of routine materials; receives, opens, and routes incoming mail; and knows telephone etiquette.

MINIMUM QUALIFICATIONS

Knowledge of:

Typing, word processing, filing; and business correspondence.

Ability to:

Perform general clerical work, office operations, procedures, and equipment; spell correctly, use correct English grammar, and make computations; understand and follow oral and written instructions; work with computers using supporting software and related equipment; type from a clear copy at a speed of 40 words per minute is desirable; and assist teacher in parent technology training classes.

Experience:

Office clerical experience preferred.

Education:

Proof of High School Diploma or equivalency.

Desirable Qualifications:

Knowledge of entry-level Macintosh software applications and equipment, such as printers, laserdisc players, digital cameras, scanners and video machines; and Bilingual/Spanish.

WORK YEAR/BENEFITS

This is an **11 month (Student Calendar), 3.5 hour per day position** at **MOFFITT ELEMENTARY SCHOOL**.
The hours are 10:30 a.m. – 2:00 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/1147031>. The deadline for submitting an application is **MARCH 15, 2019 by 4:00 p.m.** A test may be given.

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

MEDIA CLERK, JUNIOR

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:

Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431	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
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