

JOB NOTICE

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

Job #93A

September 12, 2019

SCHOOL OPERATIONS SECRETARY
Salary \$22.54 - \$27.49 per hour (Range 251)

EXAMPLES OF DUTIES

Greets/interviews office visitors and telephone callers and either answers questions concerning courses, activities or programs or refers persons to other sources of information or schedules an appointment with the administrator; transcribes and types letters and other correspondence; composes independently from oral instruction, rough draft or straight copy letters, reports or memoranda requesting or dealing with routine matters not involving policy questions; handles confidential information and data concerning student and staff; maintains school and departmental budget records and prepares monthly reports; maintains a variety of files; arranges for substitutes; compiles data for various reports as required; maintains records and expedites orders for supplies and equipment; organizes and assists in preparation of teacher's workshops; receives and accounts for authorized funds; operates duplicating, copy and other office machines including computers; schedules meetings, coordinates program scheduling; performs other tasks/duties in furtherance of above in keeping with duty statements/directives of supervision; serves as office manager, exercising functional supervision over other clerical/secretarial staff; coordinates CLD/BCAD training; mentor program and Professional Development Academy.

MINIMUM QUALIFICATION

Knowledge of:

Safe work practices; modern office practices, procedures and equipment; business English, spelling, punctuation and arithmetic; filing systems; good receptionist and telephone techniques; business forms, letter and report writing and proof reading; budgeting procedures; and computer assisted data entry.

Ability to:

Meet physical, mental and environmental demands of position with/without reasonable accommodation; analyze accurately and adopt an effective course of action; work without close supervision; take dictation at acceptable speed and transcribe it accurately is preferred; type accurately from transcribing equipment; work cooperatively with others; understand and interpret oral and written directions; comprehend the policies which govern routine school activities; perform routine record keeping functions; assume responsibility and exercise initiative; perform clerical work involving independent judgment requiring accuracy and speed; compile and maintain accurate and complete records and reports; understand and follow oral and written directions; establish and maintain cooperative working relations with others; **type from clear copy at a speed of 45 words per minute**; and develop and maintain positive relationship with students; parents, and school staff.

Experience:

Three years of general clerical experience involving public contact responsibilities.

Education:

Proof of High School Diploma or equivalency.

Desirable Qualification:

Bilingual/Spanish

WORK YEAR BENEFITS

This is a **12 month, 3.75 hour per day position** with **STUDENT AND FAMILY SERVICES** in the **EDUCATIONAL SERVICES DEPARTMENT**. The hours are **11:00 a.m. – 2:45 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/1230348>. The deadline for submitting an application is **SEPTEMBER 23, 2019 by 4:00 p.m.** A test may be given.

A.D.A REQUIREMENTS ON REVERSE SIDE
An Equal Opportunity Employer

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 interruptions; concentrate for long periods of time; reading; interpreting policies; calculate, perform routine math processes; memorize and recall objects, and people; analyze problems and generate alternatives.

Environmental Demands:

Office environment; subject to many demands on time and constant interruptions.

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>
--	---