

JOB NOTICE

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

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

Job #227

February 6, 2019

CLERK TYPIST, JUNIOR
Salary \$15.11 - \$18.42 per hour (Range 222)

EXAMPLES OF DUTIES

Receives, screens, and routes correspondence; receives the public and provides routine factual information; maintains simple operational records by transferring data, calculating totals and sub-totals, or compiling summaries; receives money payments from time to time; issues receipts, and turns in money; inserts and extracts materials from established numerical or alphabetical files, and prepares new file folders in accordance with specific instructions; types record cards, lists, memos and letters from clear copy or rough draft; may do machine transcription of routine materials; receives, opens, and routes incoming mail; weighs and stamps outgoing mail; and answers phone in a friendly and businesslike manner.

MINIMUM QUALIFICATIONS

Knowledge of:

Typing, filing, and business correspondence.

Ability to:

Perform general clerical work and learn office operations, procedures, and equipment; spell correctly, use correct English grammar, and make simple arithmetical computations; understand and follow oral and written instructions; work with computers; and type from a clear copy at a speed of **40 words per minute**.

Experience:

None required.

Education:

Proof of High School Diploma or equivalency supplemented by courses in typing business correspondence; and modern methods in office procedure. **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).**

Desirable Qualifications:

Bilingual/Spanish

WORK YEAR/BENEFITS

This is an **11.5 month, 3.75 hour per day position** with the **RAMONA HEAD START STATE/PRESCHOOL PROGRAM**. The hours are **12:15 p.m. – 4:00 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/1136204>. The deadline for submitting an application is **FEBRUARY 14, 2019 by 4:00 p.m.** A test may be given.

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

CLERK TYPIST, 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:

<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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