



CLASSIFIED EMPLOYMENT OPPORTUNITY

GF 22/23

POSITION **Administrative Clerk II**
(Open & Promotional)

LOCATION **Facilities Services** *Location subject to change

FINAL FILING DATE **Wednesday, October 5, 2022**

SALARY **\$4,061 - \$4,953 per month**

SCHEDULE **8 hours per day / 12 months**



Applications via EdJoin Only.

DEFINITION

Under direction of the Administrators of Facilities and Construction Services, to perform a wide variety of difficult and highly specialized clerical work; to relieve an administrator of administrative detail; and to do related work as required.

REQUIRED CERTIFICATION/ DOCUMENTS

AUSD requires all employees to have the COVID-19 vaccine.

MINIMUM QUALIFICATIONS

Experience

Four years of increasingly responsible clerical experience, preferably including some experience with the program to which assigned; or one year of experience at or equivalent to the level of Senior Clerk Typist with the Alhambra Unified School District; or two years of experience at or equivalent to the level of Intermediate Clerk Typist with the Alhambra Unified School District.

Education

Equivalent to the completion of the twelfth grade.

Knowledge of

- Modern office methods and procedures including the preparation of business correspondences and reports
- Filing and standard office equipment operation
- Correct English usage, spelling, grammar, and punctuation
- Arithmetic
- Applicable state laws, District policies, procedures, and other regulations governing the program or area of assigned responsibility
- Basic techniques of supervision may be required for some assignments

Ability to

- Perform difficult and complex clerical work; involving independent judgment and requiring accuracy and speed
- Independently make clear and comprehensive reports and keep difficult records
- Understand, interpret, and explain a wide variety of policies, laws, rules, and regulations to others
- Analyze situations and develop effective courses of action

Ability to (Cont'd)

- Devise and adapt work procedures and record-keeping systems to meet changing organizational or specialized needs.
- Communicate clearly, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with those contacted during the course of work.

Desirable Qualifications

Ability and willingness to work as an effective team member. Candidate may be required to use critical thinking and problem-solving skills; and have good interpersonal skills to provide excellent customer service. Type accurately at the rate of 45 words per minute from a clear, and legible copy

Health Benefits Information

Health and other benefits packages with a value up to approximately \$21,275: In AUSD, there isn't any additional cost for adding eligible dependents on our standard health benefits package

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee is regularly required to use hands to write and input material and to finger, handle, or feel objects, equipment or controls and to hear and speak. The employee frequently is required to sit and occasionally required to stand, walk, reach with hands and arms, bend, climb, crouch, push/pull, reach overhead and work in cramped or awkward positions. The employee frequently is required to use repetitive movement of hands. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision.

WORKING ENVIRONMENT

Indoor environment subject to bending, climbing, crouching, balancing, pushing/pulling, and reaching overhead. Environmental factors such as solvents, detergents, temperature extremes, uneven walking surfaces, machinery with moving parts, and noise from equipment are part of working conditions of this position.

Accommodations

Individuals with legally-defined disabilities may request reasonable accommodations in the examination process. In order to make the request, please contact the Human Resources Division, Classified Department, at the time of filing an application. Candidates may be required to supply documentation supporting the need for accommodations when the request is made.

SELECTION PROCEDURES**Transfer Request**

As per Article XVII of the CSEA contract with Alhambra Unified School District

District classified employees who wish to transfer must submit the Transfer Request Form to the Human Resources Division by the closing date of this notice. The following criteria shall be considered in selecting an employee for voluntary transfer:

- The transfer is in the same classification and employee has passed the probationary period.
- Seniority (the District shall interview at least three eligible unit members first with greatest seniority prior to interviewing other candidates).
- The employee meets or exceeds the minimum qualifications of the position.
- Possesses desirable qualifications.
- Attained satisfactory or above performance evaluations.

Open/Promotional

Following the final filing date, a review and evaluation of new applicant's training and experience will be conducted. Based on that evaluation, applicants whose training and experience best meet the current needs of the District will be invited to participate in the next step of the examination process

Examinations

The selection process is open to all qualified candidates. The examination may consist of a written examination, practical examination and an interview to evaluate abilities, experience and personal qualifications.

APPLICATION PROCEDURES

Applications are a critical part of the examination process. Completeness and neatness of the application will be included in the rating of the candidate's qualifications for the position.

Classified Employment Application may be obtained from the Human Resources office or downloaded from our District website at www.ausd.us

All applications must be received no later than 4:30 p.m. on the final filing date. Postdated applications are not acceptable. Submit completed applications to:

at www.edjoin.org