



**CLASSIFIED EMPLOYMENT OPPORTUNITY**

GF 22/23

**POSITION**

**Elementary School Office Assistant  
(Open & Promotional)**

**LOCATION**

**Ramona Elementary \*Location subject to change**

**FINAL FILING DATE**

**Wednesday, September 28, 2022**

**SALARY**

**\$2,122- \$2,588 per month**

*New hires to the Alhambra Unified School District will be placed on Step 1 on the current salary schedule.*

**SCHEDULE**

**5 hours per day / 10 months**

**Applications via EdJoin Only.**



**DEFINITION**

Under general supervision perform specialized responsible clerical work of average difficulty in an administrative school office (in a specialized position may manage and organize activities communications); handle a volume of student, teacher, intra-district, or public contacts related to assigned activities; and perform related work as required.

**REQUIRED  
CERTIFICATION/  
DOCUMENTS**

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

**MINIMUM  
QUALIFICATIONS**

**Knowledge of**

- Computer Systems related to Word, Excel, and PowerPoint
- Modern office practices and procedures including the preparation of correspondence and filing
- Keyboarding skills
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- District organization, operations, policies and objectives
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Telephone techniques and etiquette
- Operation of standard office machines including computer equipment.

**Ability to**

- Perform specialized responsible clerical duties of average difficulty with speed and accuracy.
- Make arithmetical calculations quickly and accurately
- Learn and interpret specific rules, regulations, laws, and policies and to apply them with good judgment in a variety of situations without immediate supervision
- Work with frequent interruptions, maintaining high levels of quality, accuracy, and speed in work output
- Maintain confidentiality of privileged information
- Assume responsibility and use good judgment in recognizing the scope of delegated authority.
- Compile and maintain accurate and complete records and reports

<b>Ability to (Cont.)</b>	<ul style="list-style-type: none"> <li>• Maintain financial records</li> <li>• Compose correspondence independently</li> <li>• Operate a variety of office machines including computer copiers</li> <li>• Meet schedules and time lines.</li> <li>• Develop and maintain cooperative relationships with those contacted during the course of work</li> </ul>
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>• Keyboarding accurately at the rate of 45 words per minute from clear, legible copy</li> <li>• Speak a second language on a conversational level</li> <li>• Basic first aid techniques</li> </ul>
<b>Experience</b>	Two years of experience in responsible clerical experience, preferably including some experience working in a school setting or directly with children.
<b>Education</b>	Equivalent to the completion of twelfth grade.
<b>PHYSICAL DEMANDS</b>	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.
<b>WORKING ENVIRONMENT</b>	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.
<b>Accommodations</b>	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.
<b>SELECTION PROCEDURES</b>	
<b>Transfer Request</b>	<p>As per Article XVII of the CSEA contract with Alhambra Unified School District</p> <p>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:</p> <ul style="list-style-type: none"> <li>• The transfer is in the same classification and employee has passed the probationary period.</li> <li>• Seniority (the District shall interview at least three eligible unit members first with greatest seniority prior to interviewing other candidates).</li> <li>• The employee meets or exceeds the minimum qualifications for the position.</li> <li>• Possesses desirable qualifications.</li> <li>• Attained satisfactory or above performance evaluations.</li> </ul>
<b>Promotional Only</b>	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
<b>Examinations</b>	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.
<b>APPLICATION PROCEDURES</b>	<p>Applications are critical part of the examination process. Completeness and neatness of the application will be included in the rating of the candidate's qualifications of the position.</p> <p><b>All applications must be received no later than 4:30 p.m. on the final filing date. Postdated applications are not acceptable.</b></p> <p>Submit application at:</p> <p style="text-align: center;"><a href="http://www.edjoin.org">www.edjoin.org</a></p>