



LOMPOC UNIFIED SCHOOL DISTRICT
Classified HR - Personnel Commission
1301 North A Street
Lompoc, California 93436
(805) 742-3220
www.lusd.org

(Open and Promotional)
(WITH PROMOTIONAL LIST TAKING PRECEDENCE)

EXAMINATION ANNOUNCEMENT FOR THE POSITION OF:

SENIOR OFFICE ASSISTANT

<u>Final Filing Date</u>	<u>Tentative Written Examination Dates</u>	<u>Salary Range</u>
Friday, May 11, 2018 @ 11:55 p.m.	May 21, 2018 AND <u>Qualifications Appraisal Interview:</u> Applicants will be notified	\$17.17 - \$20.88 hourly

PURPOSE OF RECRUITMENT: The purpose of this recruitment is to establish an eligibility list to fill existing and future full and/or part time vacancies.

PLEASE APPLY AT: www.edjoin.org (Paper applications will **NOT** be accepted. **ALL** communication will be via email. In your email, please be sure to check your spam/junk folders.)

****IF YOU NEED COMPUTER ACCESS, PLEASE CONTACT THE LUSD CLASSIFIED HR DEPARTMENT****

PURPOSE STATEMENT:

(This is a partial job description. Please visit our website at www.lusd.org for a complete job description.)

The job of Senior Office Assistant was established for the purpose/s of providing complex clerical support to an assigned school or District office site supervisor; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

QUALIFICATIONS

Graduation from high school and two years of general clerical experience

Some positions in this classification may require possession of a valid First Aid and CPR Certification issued by an authorized agency within six months of employment.

ESSENTIAL FUNCTIONS:

- Answers telephone
- Assists with processing of documents, forms, mailings, and materials (e.g. attendance, enrollments, etc.)
- Collects payments for a variety of events (e.g. fines, fees, and fundraisers, etc.)
- Distributes materials (e.g. mail, checks, supplies, messages, testing materials, etc.)
- Maintains inventory of supplies and materials (e.g. forms, office supplies, textbooks, etc.)
- Maintains manual and electronic documents, files, health logs, and records (e.g. student registrations, scheduling and withdrawals, letters, forms, reports, purchase orders, cumulative folders, test results, Federal Survey cards, etc.)
- Maintains student attendance records
- Obtains attendance records for student entry and exit from campus during school hours (e.g. late arrivals, sports events, field trips, etc.)
- Prepares standardized documents (e.g. form letters and memos, calendars, bulletins, purchase orders, field trips, attendance reports, work orders, etc.)
- Processes Independent Studies paperwork (e.g. tracks paper work, checks for signatures, etc.)
- Attends department and/or in-service meetings
- Performs other related duties as assigned

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

- **SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.
- **KNOWLEDGE** is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include concepts of grammar and punctuation; common office machines; and office methods and practices.
- **ABILITY** is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities and maintaining confidentiality.

SCOPE OF EXAMINATION: The examination process may consist of three parts:

<u>Examination</u>	<u>Examination Weights</u>
<ul style="list-style-type: none"> • Written Examination The written test will cover general knowledge in the areas required for this position as listed under skills, knowledge and abilities on the job description. 	20%
<ul style="list-style-type: none"> • Qualifications Appraisal Interview (QAI) Appraisal will be made by personal interview to evaluate the technical knowledge and skill of candidates. 	40%
<ul style="list-style-type: none"> • Performance Evaluation Appraisal will consist of hands on demonstration of skills based on the job description. 	40%

All components of the examination process must be passed in order to be placed on the eligibility list.

Open and Promotional Examinations: Open and promotional examinations are open to applicants from inside and outside the District. To qualify for promotional examination, employees must have permanent status in the District.

Disability Accommodation: If you have a disability which may require an accommodation in any part of the examination process, you must notify the Classified HR Office in writing by the final filing date on this bulletin.

Limitation of Number of Applicants: The District reserves the right to limit the number of applicants in the Qualifications Appraisal Interview to a number that can be expected to be used during the life of the eligibility list.

Eligibility List: The eligibility list established could expire in one year.

EMPLOYMENT REQUIREMENTS:

Employment Verification: In accordance with the Immigration Reform and Control Act of 1986, the District must verify that all new employees, at the time of hire, have proof of their right to work in the United States.

Fingerprinting: State law requires that all employees be fingerprinted. AB 1610 prohibits employment until the Department of Justice completes its obligations regarding the arrest and conviction information.

Medical and Physical Requirements: Verification of freedom from tuberculosis will be required. A medical examination may be required of eligible candidates.

THE LOMPOC UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/TITLE IX EMPLOYER AND TOBACCO FREE WORKPLACE

"THIS IS AN AGENCY FEE ORGANIZATION FOR NEW EMPLOYEES."