



CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

4900 W. 147th Street
Hawthorne, CA 90250
(310) 263-3751

Please
Post

CLASSIFIED EMPLOYMENT OPPORTUNITY OPEN AND PROMOTIONAL

March 27, 2018

Centinela Valley Union High School District is testing to establish an eligibility list for the position of Secretary I. This position will be filled from the eligibility lists being established at this time. The eligibility lists will expire in one year OR when fewer than three candidates remain on the lists.

POSITION:

Secretary I

DESCRIPTION:

Lawndale High School
1 position, 40 hours per week, 12 months per year

SALARY:

Range 30
\$38,453.52- \$46,767.72 annual compensation

QUALIFICATIONS

See attached job description

START DATE:

As soon as possible.

DEADLINE DATE:

April 17, 2018 at 3:00 p.m.
Candidates will be notified by mail or e-mail when the exam will be administered.

APPLICATION PROCEDURES:

Classified applications may be obtained from the Office of the Personnel Commission; 4900 W. 147th Street, Hawthorne 90250, (310) 263-3751 or you can download the application from our web site at www.centinela.k12.ca.us. All completed applications must be turned into the Office of the Personnel Commission by the deadline date. Incomplete applications will be screened out and not be allowed to continue with the process. **A thorough review of application materials will result in narrowing the field of competition to the most qualified applicants.**

SELECTION PROCEDURES:

Applications will be accepted from the general public and district employees who possess the necessary qualifications. The examination process may be comprised of one or any combination of the following: a paper screening of the applicants background, training, and experience; written exam; qualifications appraisal oral interview; performance exam; or technical oral exam. Persons needing reasonable accommodations must notify the Office of the Personnel Commission by the deadline date. A passing score must be achieved on all portions of the examination in order to be placed on the eligibility list. Outside candidates will be placed on one ranked eligibility list. District candidates may be placed on a separate ranked eligibility list. Eligible district employees will receive seniority points, which will be added to their final passing scores. Veterans submitting form DD214 will be granted veterans points, which will be added to their final passing scores.

HIRING PROCEDURES:

Centinela Valley Union High School District is a merit system (civil service) school district. Employment and promotion of Classified employees are based upon merit, fitness and qualifications. The person selected to fill any regular position will be from among the top three ranks on the eligibility list approved by the Personnel Commission. Candidates selected for employment will be required to provide verification of work authorization in the form of a passport, driver's license, or other equivalent identification and social security card. No person will be allowed to begin working before the district receives fingerprint and medical clearance

WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY OR CANCEL FILLING THIS POSITION

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Centinela Valley Union High School District is an Affirmative Action/Equal Opportunity/Merit System Employer and is committed to providing all individuals equal opportunity in employment regardless of race, color, religion, sex, national origin, age, marital status, disability, or services as a war veteran.

Under supervision, to perform varied secretarial and clerical work functions; to take and transcribe shorthand notes using a micro-computer and application software; and to do other related work as required.

ESSENTIAL DUTIES

- Serves as a secretary taking and transcribing dictation and notes regarding varied correspondence, memoranda, reports, or other related materials.
- May independently compose and type routine memoranda, reports, and related material.
- Composes and types routine memoranda and correspondence from brief verbal or written instructions that may deal with privileged or sensitive information and data.
- May take summary notes of meetings and conferences, and transcribe them into meeting report form.
- Establishes and maintains numerical, alphabetical, and subject matter files.
- Acts as a receptionist arranging appointments and meetings.
- Answers the telephone and initiates outgoing calls.
- Assists office visitors by making telephone inquiries, by answering questions pertaining to routine policies, regulations, and operational procedures, or by referring those making inquiries to appropriate offices.
- Compiles information and prepares reports as required.
- Reviews records, reports, and data for accuracy, completeness, and compliance with predetermined and standardized procedures.
- May prepare input data for a computerized record management, storage, and retrieval system, and utilize the output reports in the operational functions of the office to which assigned.
- Assists supervisor by following up on administrative or clerical detail, which may include contact with members of the educational community.
- Operates a variety of standard office equipment, including dictation transcription equipment, microcomputers and computer terminals.
- Assist with assessment scheduling; students testing including language, mathematics and English proficiency; administer and score psychological, vocational or educational assessments; recording and reporting student information for completing State, Federal, and District reports.
- Assist in monitoring assessment administration to ensure compliance with procedures and regulations;

QUALIFICATIONS

Knowledge of:

Modern office practices, procedures, and techniques; English usage, spelling, grammar, and punctuation; Standard office machines and equipment, including microcomputers and computer terminals.

Ability to:

Learn and apply policies, regulations, and operational procedures; Perform secretarial and clerical functions of average to above average difficulty with speed and accuracy; Make arithmetical calculations with speed and accuracy; Type or keyboard at a net corrected speed of 50 words per minute; Take summary notes and transcribe dictation accurately using transcription equipment; Establish and maintain an automated data management, storage, and retrieval system; Understand and carry out oral and written directions; Establish and maintain cooperative working relationships.

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

One year of responsible and varied secretarial and clerical experience

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, data entry, and business office procedures.

License Requirement

Possession of a valid California Motor Vehicle Driver's License.

Condition of Employment

Insurability by the District's liability insurance carrier. Insurability by the District's liability insurance carrier.

QUALIFICATIONS: