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Whittier City School District

Students First. Every Decision – Every Day.

Human Resources ☎ 7211 S. Whittier Ave., Whittier, CA 90602 ☎ (562) 789-3074 ☎ Fax (562) 698-1065

February 19, 2025

SECRETARY II: ELEMENTARY SCHOOL SECRETARY

The Secretary II: Elementary School Secretary works under general supervision, to perform specialized and responsible clerical and secretarial functions in an elementary school; to relieve the school administrator of clerical detail and to perform routine administrative aide functions; and to do other related work as required.

MONTHLY SALARY	Start	6 Mos	1-1/2 Yrs	2-1/2 Yrs	3-1/2 Yrs	4-1/2 Yrs	5-1/2 Yrs	6-1/2 Yrs
Range 22	\$4,094	\$4,313	\$4,531	\$4,757	\$4,994	\$5,244	\$5,508	\$5,784

HOURS 8 Hours per day/12 months
Bilingual (Spanish) Desirable

LOCATION District Office: Sp. Ed., & Pupil Services Department, & VLA

ESSENTIAL DUTIES The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Accurately performs a variety of office duties with emphasis on record keeping and communication between the principal, teachers, students, parents and the district office;
- Maintains school calendar; compiles, distributes, and interprets information about school operations and activities; maintains enrollment data on a computer;
- Types letters, memorandums, purchase orders, work orders, warehouse requisitions independently or with minimal instructions;
- Maintains supply of school forms;
- Maintains files of students' records;
- Screens visitors and telephone calls for principal;
- Makes appointments and arranges meetings;
- Sorts and distributes mail; coordinates assignments of substitutes;
- In the absence of health clerk, administers first aide (First Aid Certificate);
- Calls parents as directed when situations warrant;
- Provides technical direction and guidance to office staff.
- Attends trainings and inservices that are job related.
- Performs related duties and responsibilities as required.
- Provide technical direction and guidance to office staff.

QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures including business correspondence and student record management;
- Standard office machines and equipment;
- English usage, spelling, grammar, punctuation and arithmetic concepts.

Ability to:

- Use a calculator and computer terminal;
- Work under pressure and meet deadlines;
- Supervise the work of others;
- Communicate effectively, both orally and in writing;
- Learn and apply rules, regulations, and policies;
- Keep records and compile reports;
- Type at an acceptable rate of speed;
- Inspire confidence and obtain the cooperation of children, parents, teachers and the public;
- Administer first aid;
- Establish and maintain effective relationships with others.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve running, walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

A high school diploma or equivalent and any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- Two years of experience performing varied general office and clerical functions preferably at a school site or district office department.

Education:

- High school diploma or equivalent, including or supplemented by training or coursework in office practices and computers.

CLOSING DATE

February 26, 2025; 4:00 PM

APPLICATION PROCEDURE

All applications are to be submitted online via edjoin.org and will be held in strict confidence. All applicants must provide the following items by closing date to be considered:

- Application/letter of interest addressed to Alexis Norman, Ed.D., Asst. Supt., Human Resources
- Résumé with references (3-5)
- Three letters of recommendation
- Proof of High School graduation/GED
- Certificates/transcripts of coursework

Current employees of Whittier City School District are requested to submit, via edjoin.org, a letter of interest and updated resume with references, coursework, three letters of recommendation having proof of high school graduation/GED on file in the Human Resources office.

Your application/letter of interest will be accepted only if it clearly indicates the minimum requirements for the position are met.

TESTING

Secretarial testing date to be determined for those selected through paper screening process.

DESIRABLE

Pass District's bilingual (Spanish) proficiency exam- Desirable

SCREENING PROCEDURE

Screening and selection are based on training and experience evaluation, written examination, performance test, interview, and general qualifications.

Whittier City School District is an Equal Opportunity Employer. All applicants shall be accorded equality of consideration without discrimination on the basis of the applicant's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, transgender, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

AN:mr