

**CLASSIFIED
EMPLOYMENT OPPORTUNITY**

Calaveras Unified School District
3304B Highway 12, P.O. Box 788, San Andreas, CA 95249
(209) 754-2300

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

The following classified position is available for employment. Anyone interested must complete a classified application form. Application must be received in the **District Office no later than 4:00 p.m. on January 21, 2021.**

TITLE:	Office Assistant 8.0 hours per day, M-F	POSTED: 1/07/21 CLOSING: 1/21/21
SALARY:	Range E (Classified Salary Schedule)	
LOCATION:	Jenny Lind Elementary School	
WORK YEAR:	198 FTE	
SHIFT TIME:	6:45 a.m. – 3:15 p.m. (Includes a 30 minute unpaid lunch break)	
ESCAPE#:	239	

DEFINITION

Under supervision of the site administrator or department supervisor to perform a wide variety of clerical tasks and office assistance. Work performance of employees in this job class are directed and monitored by the Office Manager and/or Secretary. This job class requires staff, public, and organizational contact. Persons employed as an Office Assistant must demonstrate a desirable example of professional appearance and presence; also works positively and cooperatively with students, staff, and parents with emphasis on confidentiality and diplomacy.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Proper English usage, grammar, punctuation, and spelling.
- Proper office methods, procedures, and practices.
- Letter and report writing.
- Receptionist and telephone techniques.
- Filing and record keeping procedures.
- Basic school district policies, rules, and regulations.

Ability to:

- Maintain effective, cooperative and harmonious work relationships with those contacted in the performance of required duties.
- Understand and follow oral and written instructions.
- Maintain a variety of records and files, and prepare reports as directed.
- Communicate with other in an effective and sensitive manner, both orally and in writing.
- Read, write, and speak correct English.
- Perform clerical work with accuracy.
- Perform keyboard skills of 45 wpm.

Persons employed to fill classified positions may join the California School Employee's Association (CSEA), Calaveras Chapter #405.