



LOS ALAMITOS UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

10293 Bloomfield Street ♦ Los Alamitos, CA 90720

Phone: (562) 799-4700 ♦ Fax: (562) 799-4712

www.losal.org

*An Equal
Opportunity
Employer*

CLASSIFIED EMPLOYMENT OPPORTUNITY

CLERICAL ASSISTANT (SUBSTITUTE)

POSITION DETAILS

➤ Substitute; On-Call

SALARY

\$22.32/hour

ISSUE DATE: 3/18/2022

APPLICATION DEADLINE: Until filled

RECRUITMENT TYPE

Dual Certification - This employment opportunity is available to anyone who qualifies.

BASIC FUNCTION

Under the direction of an assigned supervisor, perform a variety of clerical duties involving typing, filing and maintaining records or reports. Commitment to Los Alamitos Unified School District's mission, vision and priority goals. Excellent communication/interpersonal skills with the ability to engage and work closely with a wide range of stakeholders.

* **Complete Job Description** available at www.losal.org under Job Opportunities/Classified Job Descriptions.

MINIMUM QUALIFICATIONS

Education & Experience

- High School Diploma, GED or certificate of completion
- Two years of general clerical experience
- Ability to type 45 wpm

APPLICATION & EXAMINATION PROCESS

Application:

* Complete a Los Alamitos Unified School District Classified Application which can be accessed at www.losal.org under the Job Opportunities link. Completed applications must be submitted electronically through www.losal.org by the deadline date noted on this job flyer. **NO PAPER APPLICATIONS WILL BE ACCEPTED!**

* Be sure your application reflects all relevant experience, paid or volunteer. Attach a supplemental resume or other description of experience if it is not adequately described on your application.

Examination:

Applications may be screened to select the most qualified candidates.

The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, ethnic group identification, marital/parental status, physical/mental disability, national origin, religion, age, sex, sexual orientation, gender/gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person/group with one or more of these actual or perceived characteristics.