



## LOS ALAMITOS UNIFIED SCHOOL DISTRICT

### PERSONNEL COMMISSION

10293 Bloomfield Street ♦ Los Alamitos, CA 90720

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[www.losal.org](http://www.losal.org)

*An Equal  
Opportunity  
Employer*

#### CLASSIFIED EMPLOYMENT OPPORTUNITY

# COUNSELING ASSISTANT

#### POSITION DETAILS

- 40 hours per week; 10.5 months per year
- Fringe Benefits Package
- **Vacancy:** Los Alamitos High School

#### SALARY

\$4,948- \$6,013 monthly

ISSUE DATE: 5/23/2023

APPLICATION DEADLINE: 6/7/2023 @ 4:00pm

TENTATIVE WRITTEN EXAM: 6/12/2023

TENTATIVE ORAL EXAM: 6/15/2023

***Posting is open to the first 75 qualified applicants.***

#### RECRUITMENT TYPE

**Dual Certification** - This employment opportunity is available to anyone who qualifies. A single eligibility list based on rank order will be generated from this recruitment. Current classified employees who qualify will be given seniority credit.

#### POSITION BENEFITS

**Pay increases:** The first pay increase occurs after six months if the employee passes the probationary period. Pay increases occur annually thereafter, until top step is reached.

**Benefits:** This position includes a fringe benefit package including medical, dental, vision, life insurance, sick time, vacation time, and paid holidays.

#### BASIC FUNCTION

The Counseling Assistant, under the direction of an administrator, coordinate the flow of operations and communications for the high school Counseling Office; perform a variety of responsible and complex secretarial, technical and administrative functions in support of counselors and psychologists. 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](http://www.losal.org) under Job Opportunities/Classified Job Descriptions.

#### MINIMUM QUALIFICATIONS

##### **Education & Experience**

- ✓ High School Diploma, GED or certificate of completion including or supplemented by courses in secretarial science or related business courses.
- ✓ Five years of increasingly responsible and varied clerical or secretarial experience.
- ✓ Ability to type 50 wpm.

#### APPLICATION & EXAMINATION PROCESS

##### **Application:**

\* Complete a Los Alamitos Unified School District Classified Application which can be accessed at [www.losal.org](http://www.losal.org) under the Job Opportunities link. Completed applications must be submitted electronically through [www.losal.org](http://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 examination will consist of:

- A - Written job knowledge exam (30% of Total Score)
- B - Structured oral exam (70% of Total Score)

Some classifications require you to pass a physical examination. This examination is at the district's expense and the appointment is not assured until you have passed this examination. Applicants must attain a passing score of 70% on each part of the examination in order to be placed on the eligibility list. Should a large number of candidates pass the written exam, a higher passing score than 70% may be required to progress. Application & Examination details along with information about the merit system are available on the Los Alamitos USD Personnel Commission website at [www.losal.org](http://www.losal.org) under Human Resources/Personnel Commission.

**Candidates who pass the written and panel interview will be placed on an eligibility list valid for six (6) months.**

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.