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

DATA PROCESSING TECHNICIAN

Posting is open to the first 50 qualified applicants. Online applications will be accepted beginning Tuesday, November 10th, 2026 at 9am.

POSITION DETAILS
- 40 hours per week, 11 months per year
- Fringe Benefits package
- Current opening at Los Alamitos High School

SALARY
$30.73 - $37.34 Hourly

ISSUE DATE: 10/29/2026
APPLICATION DEADLINE: 11/11/2026 at 4pm
TENTATIVE WRITTEN EXAM: 11/16/2026
TENTATIVE ORAL EXAM: 11/19/2026

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; dependent coverage available.

BASIC FUNCTION
Under the direction of a site administrator or designee, coordinate the flow of data processing operations and perform various responsible and complex technical and clerical work in support of the site.
❋ **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 increasingly responsible experience in data processing or student information systems

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 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 under Human Resources/Personnel Commission.

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.