



JOB ANNOUNCEMENT

MT. DIABLO UNIFIED SCHOOL DISTRICT

Classified Personnel Office • 1936 Carlotta Drive • Concord, CA 94519

www.mdusd.org

AN EQUAL OPPORTUNITY EMPLOYER

SCHOOL OFFICE MANAGER

FINAL FILING DATE: **Wednesday, February 22, 2012 BY 4 PM**

HOURLY RATE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
	\$16.56	\$17.38	\$18.26	\$19.16	\$20.13	\$21.13

POSITION: This is work of moderate difficulty in organizing and coordinating all office support functions in an elementary school. Providing secretarial service to the principal and maintaining central records including school bookkeeping, and student body accounts. Computer skills required, Performs job-related duties.

Location: Valle Verde Elementary School
 Supervisor: Rhys Miller, Principal
 No. of Hours: 7.5 Hours / Day, 10.5 Months / Year

REQUIREMENTS: All applicants must possess the knowledge and skills required for successful job performance as follows:

Training and Experience:

- Two years clerical experience in a public school office - including experience in aspects of school office operations or one year responsible secretarial experience
- Or an equivalent combination of training and experience

Knowledge of:

- State and district administrative programs, policies and procedures related to elementary school office functions
- Standard office clerical and secretarial procedures

Skill in:

- Obtaining, recording, organizing, and reporting data and information about school programs and activities, the status of students and teachers, and the status of material and fiscal resources
- Relating district and school programs, policies, and procedures to students, parents, and school staff
- The use of standard office equipment; administering first aid; supervising students

Licenses:

- Hold an American Red Cross First Aid Certificate or be willing to obtain one soon after appointment

SELECTION PROCEDURE: All applicants are required to take and pass the written examination scheduled below. Areas covered on the examination are math, grammar, spelling, filing, accounting ledger, composition of a WORD document, creation of an EXCEL table, and timed typing,. Calculators may be used on the examination **but will not be provided**. Computers will be used for typing exercises. Typing certificates for 45 wpm net, within the last six months, will be accepted or applicants may take timed typing test at exam. **If submitting a certificate, it must be submitted with application, by final filing date.**

<i>Examination Information:</i>	
Location:	Willow Creek Center, 1026 Mohr Lane, Concord; Computer Lab
Date:	Monday, February 27, 2012
Time:	9:00 AM (test time approximately 2-2½ hours)
PLEASE ATTEND TESTING AT ABOVE STATED DATE AND TIME. YOU WILL NOT RECEIVE WRITTEN NOTIFICATION.	

NOTICE: Following successful testing, a competitive screening process will be used to determine who will be invited to the interview portion of the examination. The following will be taken into consideration as part of the screening process: test results, application, resume, and letters of recommendation. Applicants will be notified of interview date and time.

ADDITIONAL INFORMATION FOR APPLICANTS

HOW TO APPLY: Applicants who possess the minimum qualifications listed in this bulletin must complete and submit an official application form and required documents before 4:30 p.m. on the Final Filing Date. The completed application should clearly and fully describe the applicant's education and work experience background.

CONDITIONS OF EMPLOYMENT: All employees are required to: (1) take and subscribe to an Oath of upholding State and Federal Constitutions; (2) present evidence of freedom from tuberculosis prior to employment—employee bears cost; all permanent employees are required to have a physical examination prior to employment—employee bears cost; (3) be fingerprinted prior to beginning employment—prospective employee bears cost. (4) Pursuant to the Department of Immigration and Naturalization requirements, employees must provide adequate proof of authorization to work in the United States.

No individual shall be permitted to begin employment until the Department of Justice has ascertained that the individual has not been convicted of a violent or serious felony as defined in Penal Code Sections 667.5 (c) & 1192.7 (c).

PROMOTIONAL OPPORTUNITIES: Vacancies in higher positions are filled when practical by promotion of permanent employees holding positions in lower classes.

SALARY INFORMATION: The starting salary is normally the first step of a six-step salary range. With satisfactory completion of probation, a 5% step increment is granted. An additional 5% step increment is provided each year thereafter up to the sixth step. Differential pay and longevity pay are also provided under certain conditions.

In compliance with the American with Disabilities Act of 1990, the essential functions have been identified for this position and are on file in the Personnel Department. Copies are available upon request.

EMPLOYEE BENEFITS AND WORKING CONDITIONS

HEALTH AND WELFARE BENEFITS: Assignment must be a minimum of 20 hours a week to be eligible. The District contributes a fixed amount toward group medical and prescription plans for employee and dependents. A cash out option in lieu of medical coverage will be provided, if desired. The District pays the premium cost for group dental plan and vision plan for employee and dependents.

RETIREMENT PLAN: Employee (minimum of 20 hours/week) contributes to the Public Employees Retirement System and to Social Security. The District contributes to Public Employees Retirement System and Social Security. Local 1 and non-represented employees (under 20 hours per week) contribute to the Public Agency Retirement System. The District contributes to the Public Agency Retirement System in lieu of Social Security. The District does not participate in the State Disability Insurance Program.

AGENCY SHOP REQUIREMENT: Employees assigned to positions in the Clerical/Secretarial/Technical/ Paraprofessional Unit and the Maintenance, Operations, and Food Services Unit are required to join the Association/Union and pay a service fee equivalent to dues.

LEAVES AND HOLIDAYS: SICK LEAVE—one day per work month accumulated indefinitely; VACATION—1 1/6 days per work month; 1 1/2 days per work month after 4 years; 2 days per work month after 10 years. HOLIDAYS—14 paid holidays per year for 12-month employees.

DRUG-FREE WORKPLACE: In compliance with the Drug Free Workplace Act of 1988 (Public law 100-690, Title V, Subtitle D), the Mt. Diablo Unified School District has been designated as a drug-free workplace. Any violation of this policy by an employee may result in (1) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program; or (2) disciplinary action up to and including termination (Board policy 4118.3).

NONDISCRIMINATION: The Mt. Diablo Unified School District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

IMMIGRATION REFORM AND CONTROL ACT: To comply with the Immigration Reform and Control Act, all new employees will be required to provide proof of U.S. citizenship or authorization to work in the United States on their first day of employment.