

**WOODLAND JOINT UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCE SERVICES DEPARTMENT**

**NOTICE OF POSITION OPENING  
CLASSIFIED/CONFIDENTIAL**

<b>Position Title:</b>	<b>Administrative Assistant, Business Department</b>
<b>Vacancies:</b>	1
<b>Salary Rate:</b>	Starting July 1, 2021 annual salary \$53,724 - \$71,976
<b>Hours/Day:</b>	8 hours/day, 5 days/week, 8:00 a.m. – 5:00 p.m. (12-month position)
<b>Posting Date:</b>	Thursday, June 24, 2021
<b>Final Filing Date:</b>	<b>Thursday, July 15, 2021 at 4:00 p.m.</b>
<b>Vacancy Numbers:</b>	<b>#21NB-10R</b>

**POSITION SUMMARY:** The Administrative Assistant supports the Assistant Superintendent, Business, of a District-level division and requires both supplemental training and experience. The Administrative Assistant performs responsible and complex secretarial, technical, and clerical duties for the Assistant Superintendent; assists the Assistant Superintendent by performing administrative tasks and coordinating and participating in workflow and clerical support activities of the Division.

This position is classified as a Confidential position due to the fact that this position participates in employer/employee activities and gathers confidential information for management in regards to negotiations, grievances, employee discipline and layoff procedures and practices that relate to bargaining unit members.

**EDUCATION AND EXPERIENCE REQUIRED:** High school diploma or equivalent, and five years of technical clerical or office management experience is required; at least one year of secretarial experience in a school district is desired.

**QUALIFICATIONS**

**Knowledge and Skills:** Requires strong working knowledge of modern office practices, procedures and equipment, including complex filing systems, receptionist and telephone techniques and letter and report writing and generation; thorough knowledge of those activities associated with statistical record keeping, staff administration, and confidential recordkeeping; skilled in using various standard office machines, including computers and software specifically related to the position's work activities; organizational skills to the level necessary to provide appropriate copies of codes, regulations, and documents as required; thorough knowledge of proper English usage, grammar, spelling, punctuation and complex mathematical skills; skill necessary to independently produce reports and correspondence and, to create and revise standard business letters/forms; and thorough knowledge of rules and regulations related to assigned functions, budgeting, financial and statistical recordkeeping.

**Administrative Assistant Test must be completed/passed prior to: June 29, 2021.**

**Location: District Office – 435 Sixth Street, Woodland, CA 95695,**

**Dates/Times: Tuesday – at 9:00 a.m., Thursday at 1:00 p.m.**

**Call 530-406-3209 or email [Jessica.purcell@wjUSD.org](mailto:Jessica.purcell@wjUSD.org) to schedule testing appointment.**

**Licenses and Certificates:** TB Test clearance, Criminal Justice Fingerprint clearance, and valid Driver's license.

**APPLICATION INSTRUCTIONS:** If you are interested in this position, apply online at [Edjoin.org](http://Edjoin.org)

Completed applications must be submitted **by Thursday, July 15, 2021 at 4:00 p.m.** in order to be considered. For more information on this position, please review the job description available on our [website](#) or call our office at (530) 662-0201.

WJUSD is an Equal Opportunity Employer.

The Woodland Joint Unified School District promotes academic excellence and ethical and responsible citizenship for all its students in a safe, supportive and enriched learning environment.