



Westminster School District
14121 Cedarwood Ave
Westminster, CA 92683
714-894-7311 ext 1171

Employment Opportunity

OPEN AND PROMOTIONAL EXAMINATION FOR

SCHOOL OFFICE MANAGER

40 hours per week, 10 month position
7:30 a.m. – 4:00 p.m.

SALARY RANGE: \$4,149 to \$5,045 per month in five annual steps

FINAL FILING DATE: **November 13, 2022**

ESSENTIAL DUTIES: Under the direction of the Site Administrator(s), performs a variety of complex duties relative to the organization and management of school activities at a school site Facilitates communications between staff, students, parents, administrators and the community with confidentiality and sensitivity. Supports the Site Administrator(s) with routine administrative detail by utilizing independent judgement, initiative, tact, patience and courtesy.

MINIMUM QUALIFICATIONS: (1) Graduation from high school (2) two years of secretarial or increasingly responsible clerical experience involving frequent contact with the public. **Ability to type at a minimum of 45 words per minute.**

CHARACTERISTICS OF THE IDEAL CANDIDATE: The ideal candidate is a well-organized, highly motivated self-starter and a person of integrity who works confidentially with discretion. He or she has the ability to handle multiple priorities while delivering efficient and courteous service to all staff levels and the general public. While performing supervisory duties, the School Office Manager is an effective team builder who treats all staff fairly, maintaining high morale and quality service.

LICENSES AND OTHER REQUIREMENTS: Valid California Motor Vehicle Operator's License. A valid First-Aid and CPR certificate is required within three (3) months of employment.

THE EXAMINATION: Candidates may be tested on knowledge of modern office practices, procedures and equipment; Standard American English usage, grammar, spelling, punctuation, and vocabulary; health and safety regulations; oral and written communication skills; record-keeping requirements and procedures; telephone techniques and etiquette; as well as the ability to perform basic arithmetic operations accurately; ability to type at 45 words per minute from clear copy; use a computer work station effectively; read, understand, apply, and explain policies and rules. Computer examination is Word and Excel. Should a large number of candidates pass the written exam, a higher passing score than 80% may be required to progress.

	Adj. Score Required	Relative Weight
Written Examination	80%	50%
Typing Examination	PASS / FAIL	
Computer Examination	PASS / FAIL	
Oral Examination	80%	50%

HOW TO APPLY: Applications must be submitted on www.edjoin.org. A current resume and a letter of recommendation are required. A letter of recommendation from your current supervisor is desired.

FOR FURTHER JOB INFORMATION AT THE WESTMINSTER SCHOOL DISTRICT CALL:
(714) 894-7311 x1171 or visit our website: www.wsdk8.us

CLASSIFIED SERVICE...WE MAKE A DIFFERENCE!

The Westminster School District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.