

**PLEASE POST**



Personnel Commission  
**CLASSIFIED POSITION ANNOUNCEMENT**  
**SCHOOL STAFF ASSISTANT II**  
An Equal Opportunity Employer

**SALARY:**

Step 1: \$31.14 - Step 5: \$37.82 (Hourly)  
Step 1: \$5,398 – Step 5: \$6,555 (Monthly, Full-Time)

**FILING DATE:**

The District Classified application and supplemental form must be submitted to the Personnel Commission Office prior to **January 17, 2024, 4:30 PM.**

**SELECTION PROCEDURE:**

This is an **OPEN** recruitment to establish an eligibility list and fill a vacancy. The eligibility list will be used to fill permanent vacancies which may occur during the life of the eligibility list.

This position is full-time, 12 months per year.

The recruitment process will consist of a written exam and an oral technical interview which are **tentatively** scheduled during the weeks of **January 22-February 2, 2024**. Qualified applicants will be notified by US mail or email.

**POSITION INFORMATION**

**BASIC FUNCTION:**

Under the direction of a high school Principal, perform responsible and complex clerical and staff assistant work, assisting the Principal in efficient school operation and coordinating office communications and clerical activities. (See attached for a complete job description.)

**DISTINGUISHING CHARACTERISTICS:**

School Staff Assistant II positions perform secretarial duties in support of a high school Principal. School Staff Assistant I is an experienced-level classification that provides secretarial support to elementary/middle school Principals or Assistant Principals at the high schools

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of responsible and varied secretarial/office management experience and one year of experience in a school office.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification may require valid CPR and First Aid certification.

**EQUAL OPPORTUNITY, TITLE IX, AFFIRMATIVE ACTION EMPLOYER**

The Torrance Unified School District does not engage in any employment practice that discriminates against an employee or applicant for employment on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age, disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information (including family and medical history), marital status, political affiliation, military and veteran status, or retaliation; or on any other basis as protected by state, federal or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. If you need a reasonable accommodation to participate in the hiring process, Torrance Unified will provide you with one upon notice

## Torrance Unified School District Personnel Commission

This is a summary of information related to our recruitment, selection and employment practices. The stated requirements represent only the minimum required and do not guarantee qualification for examination or placement on an eligibility (hiring) list. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision of this bulletin and the job description may be modified or revoked at any time without notice. For more detailed information, check with the TUSD Personnel Commission Rules and Regulations that are incorporated by reference.

### RECRUITMENT AND SELECTION

**APPLICANT PROCEDURE:** Information you supply will be subject to review and verification. PLEASE PRINT LEGIBLY. All application material must be received on or before 4:30 p.m. on the posted deadline date. The Personnel Commission shall assume no responsibility for late notice, delays, or non-delivery due to mail or e-mail service. POSTDATED APPLICATIONS ARE NOT ACCEPTABLE. Resumes are NOT accepted in lieu of a completed District application form. After your application has been reviewed and you appear to meet the employment qualification standards, you will be invited to participate in an examination process as described below. Your application will be accepted only if it is complete and you meet minimum requirements for the position.

**CONVICTION RECORD:** If you have EVER BEEN CONVICTED OF A MISDEMEANOR AND/OR FELONY OR BEEN CONVICTED OF ANY CRIME UNDER ANY NAME regardless of any subsequent court action or dismissal or expunging of records, you will be required to provide CONVICTION information regarding type of conviction, the type of crime, date and place and circumstances and results of all cases. Give a COMPLETE report of all offenses. A conviction will not automatically prevent you from being considered for hire, but not reporting the conviction is falsification of your application.

**EXAMINATION PROCESS:** This may consist of any of the following parts: 1. A supplemental evaluation of training and experience. The evaluation is individually and independently conducted by two members of a committee. 2. A written examination of technical knowledge, skills, and abilities. It may cover any subject matter appropriate to the duties of the position and/or subject matter required to meet specific federal and state proficiency. 3. An oral examination, or its equivalent, to assess and verify your qualifications, education, experience, training, and suitability for service. The oral examination will be conducted by an oral interview panel composed of subject matter experts. You must achieve a weighted passing score of 70%. Oral interviews are required by California Education Code to be **TAPE RECORDED**. 4. Other examination processes which the Personnel Commission Office determines to be related to the job may also be administered. The Director – Personnel Commission determines passing score and assigns relative percentage weight to each part of examination.

Candidates must be on time to every examination since we cannot admit anyone after their scheduled time. Attendance will be at the candidate's expense.

Once on the eligibility list, ensure that you return calls no later than 4:00 p.m. on the next business day after you receive a call for availability for certification from the Personnel Commission. Failure to call will result in your name not being included in a certification list and removal from the eligibility list. It is the candidate's responsibility to notify Personnel Commission of change of address/phone number for contact.

**NOTIFICATION OF EXAMINATION AND EXAM RESULTS:** Candidates are typically notified by email or U.S. Mail of the time and place of examinations. Examination results are sent out as soon as possible following grading and compilation of scores. Examination scores are NOT given over the phone.

**PROTEST PROCEDURE:** A protest of any part of an examination must be in writing, and must be submitted during the five day review period, or received in the office of the Director-Personnel Commission no later than the fifth working day following the day candidates' exam results are emailed/mailed. Any protest must include rationale to support the protest.

**ELIGIBILITY LIST:** An eligible list of candidates will be based on the scores received on the examinations administered. Final selection of appointees will be made from the top THREE RANKS of certified eligibles on the list, along with others such as transfer eligibles, reinstatement eligibles, etc. Any one of the people certified may be appointed to the vacant position, and the names of the persons not selected are returned to their respective eligibility list to be considered for the next vacancy. Lists typically remain in effect for one year, or until there are less than three ranks who are willing and available to accept appointment. Eligibility lists may be extended for up to one additional year.

**LONGEVITY PREFERENCE:** Longevity credit shall be added to the final passing scores of candidates who have permanency with the District as follows: .5 points for service through the first year but less than two (2) years of service and .5 points thereafter for each completed year with a maximum of three (3) points.

**VETERANS PREFERENCE:** If the front of this announcement indicates that the examination is being held for an OPEN recruitment, veterans of war service may obtain an additional five (5) points and disabled veterans an additional ten points added to their composite score by submitting proof of veterans status in the form of a DD-214 to the Personnel Commission Office at the time of application. These are the dates that are applicable: WWII - 12/07/41 to 12/31/46, Korea - 06/27/50 to 01/31/55, Viet Nam - 08/04/64 to 05/07/75, Persian Gulf - 08/02/90 to 02/28/92, and Global War on Terrorism - 9/11/01 to present. These points are added to the scores after an applicant obtains a passing score overall for initial employment ONLY.

**DISABILITY ACCOMMODATION:** By law, we are not permitted to ask if you have a protected disability. If you require special accommodations, it is your responsibility to submit written request from your medical professional at the time of application filing to the Personnel Commission staff so that accommodations may be arranged to meet your requested medical needs.

### EMPLOYMENT

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California, and to be finger-printed for the purpose of conducting a confidential background investigation and record check of criminal, military or civil convictions. The Personnel Commission staff may obtain confidential references from your former employer(s). TUSD is a drug, alcohol, smoke, harassment free and diversity-driven work environment.

**TUBERCULOSIS AND /OR PHYSICAL EXAMINATION:** As required by state law, you must provide a medical release, signed by a medical doctor within the previous 60 days prior to your employment which shows you have a negative TB test result. We can provide you with local agency addresses upon request. It is to your advantage to get and keep your TB test result current, which will help avoid delays if you are offered employment. The results from an intradermal Mantoux or a chest x-ray are acceptable. A tine test is not. We require a physical examination of all new employees which may include a urine sample.

**RIGHT TO WORK:** ALL NEW EMPLOYEES MUST HAVE A PHOTO ID AND SOCIAL SECURITY CARD, or legal equivalent, at the time they are employed. Non-citizens may be employed if they have an authorizing Alien Registration Card, or can otherwise prove their right to work under federal law.

**SAFE DRIVING RECORDS/STANDARDS:** An acceptable safe driving record is defined as no more than five moving violations or two avoidable accidents within the past three years; nor any violation of driving while under the influence, intoxicated or reckless driving in the past five years.

**OFFICIAL OFFERS OF EMPLOYMENT:** Official offers of employment are made by Human Resources and are subject to satisfactory completion of ALL the pre-employment processing including such things as physical, TB clearance, fingerprinting, Oath of Office, resolution of any appeals or protests, proof of eligibility to work in the United States, and so forth, and approval by the TUSD Board of Education.

**BENEFITS:** As earned by a regular classified employee working at least 50% or more are as follows:

**VACATION AND SICK LEAVE:** One (1) day of vacation and one (1) day of sick leave are earned for each month worked. These benefits are prorated for part-time employees. Employees are not eligible to use vacation until the probationary period has been completed.

**HOLIDAYS:** Thirteen (13) paid holidays per year.

**PERSONAL NECESSITY LEAVE:** Up to seven (7) days of leave are available for certain emergencies (deductible from sick leave).

**BEREAVEMENT LEAVE:** Up to five (5) days of leave and an additional three (3) days for out-of-state travel or necessary travel beyond 500 miles of the District (as measured by the shortest land route).

**INSURANCE:** The District provides health, dental and vision benefits for all permanent full-time and part-time (20 hours or more per week) employees. Basic Life Insurance is mandatory provided through Lincoln Financial Insurance. The employee may choose between three health care plans, two dental plans and one vision care plan. Dependents may be covered in the same plans selected by the employee, at the employee's expense.

**PART-TIME EMPLOYEES:** Less than 50% time employees, while eligible for earned vacation, holiday pay, sick leave and similar benefits on a pro rata basis, are NOT eligible for the health and insurance package.

**RETIREMENT:** Classified employees are members of the Public Employees Retirement System (PERS). Approximately 7% of the employee's salary is contributed to the System while the District's fair share is determined by the state. Retirement may be taken after reaching age 50 and five (5) years of service. Service earned on or after January 1, 2013, then you must be at least age 52 to retire. Upon resignation, the employee's contribution only is refundable. Mandated alternate retirement plans are available to part-time employees who are not eligible for PERS.

**PROBATIONARY PERIOD:** All classified employees serve a probationary period of 130 days of active service. For positions designated as executive, administrative, or supervisory, the probationary period shall be 260 days of paid regular service in one classification.

**SALARY INCREASES:** Salary increases are granted based upon satisfactory performance at the end of probation and annually thereafter for the following three (3) years. Longevity increments are given after ten (10), fifteen (15), and twenty (20) years of active service.

Personnel Commission-Torrance Unified School District  
2335 Plaza Del Amo, Torrance, CA 90501— (310) 972-6340  
[www.tusd.org](http://www.tusd.org)

## **CLASS TITLE: SCHOOL STAFF ASSISTANT II**

### **BASIC FUNCTION:**

Under the direction of a high school Principal, perform responsible and complex clerical and staff assistant work, assisting the Principal in efficient school operation and coordinating office communications and clerical activities.

### **DISTINGUISHING CHARACTERISTICS:**

School Staff Assistant II positions perform secretarial duties in support of a high school Principal. School Staff Assistant I is an experienced-level classification that provides secretarial support to elementary/middle school Principals or Assistant Principals at the high schools.

### **REPRESENTATIVE DUTIES:**

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Perform complex and responsible staff assistant duties in support of the Principal; coordinate school activities and transmit messages and information between the Principal, staff and the public. E

Receive and screen phone calls and visitors to the Principal's office; provide information and direct phone calls and visitors to the proper office; receive, screen and route mail and communications. E

Research and compose correspondence independently from rough drafts or verbal instructions; type reports, memoranda, records, orders, documents and statistical data. E

Maintain currency of educational issues such as graduation requirements, enrollment, child labor laws, discipline policy, required immunizations, child abuse reporting procedures and uniform complaint procedure. E

Administer the certificated and classified payroll as assigned; maintain accurate records with respect to personnel according to established procedures and time lines; provide information regarding personnel procedures and employee benefits. E

Communicate with District Office, school personnel, public safety agencies and the public; assist the Principal in the performance of administrative duties as directed; submit Board agenda items to District Office; provide information where judgment, knowledge and interpretation of policies, procedures and regulations are necessary. E

Plan and coordinate evening receptions (Academic Decathlon) for students, parents, government officials and district office administration. E

Attend meetings and take minutes as directed; prepare agenda and background materials; compile data, type and distribute minutes and reports of meetings as appropriate. E

Train and provide work direction and guidance to clerical personnel and student assistants as assigned. E

Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel. E

Perform research; prepare a variety of reports including narrative, financial and statistical materials; develop procedures to expedite communications; assist in revising and updating staff handbook. E

Coordinate the new employee process, departmental chair and extra duty roster with Human Resources and Payroll Divisions. E

Schedule appointments, meetings and conferences for the Principal; maintain the master calendar of events and schedule facilities use as assigned. E

Prepare and maintain comprehensive logs, files and records related to personnel, payroll and school operations. E

Prepare and maintain financial records as assigned; post and balance receipts; secure cash according to established procedures. E

Provide first aid and basic health care to ill and injured students; contact parents, the nurse or public safety agencies according to established guidelines; administer medications according to physician's directions; complete accident reports. E

Edit and proofread communications to parents, students, the community and staff; arrange for distribution. E

Operate a variety of office machines including typewriter, copier and calculator; operate a computer workstation with appropriate software components to maintain records and generate lists, reports, summaries and other complex data and materials. E

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Functions and clerical operations of an administrative office.  
Computer workstation operation  
Microsoft Word, Excel, Publisher, PowerPoint updated as needed.  
Staff assistance and telephone techniques and etiquette.  
Research techniques, practices and procedures.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Health and safety regulations.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Applicable sections of State Education Code and other applicable laws.  
Interpersonal skills using tact, patience and courtesy.  
Operation of office machines including a computer work station.

**ABILITY TO:**

Perform and coordinate complex office, secretarial and clerical work involving independent judgment and requiring accuracy and speed.  
Interpret and explain school and District policies, rules and objectives.  
Understand and perform duties within scope of authority.  
Establish and implement revised office procedures as needed and according to established guidelines.  
Compose correspondence independently.  
Perform research and compile data from a variety of sources.  
Perform duties effectively with many demands on time and constant interruptions.  
Take dictation and transcribe accurately as required by the position.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Plan and organize work.  
Train and provide work direction to others.  
Maintain records and prepare reports.  
Work confidentially with discretion.  
Add, subtract, multiply and divide quickly and accurately.  
Communicate effectively both orally and in writing.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of responsible and varied secretarial/office management experience and one year of experience in a school office.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification may require valid CPR and First Aid certification.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment; subject to constant interruptions.

**PHYSICAL ABILITIES:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Dexterity of hands and fingers to operate office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, bending, pushing, moving, lifting objects weighing up to 25 pounds, and hearing and speaking to exchange information.

**HAZARDS:**

Possible contact with blood and other body fluids when providing first aid.

Revised: July 2007

Revised: September 2023



Personnel Commission  
CLASSIFIED POSITION ANNOUNCEMENT

## SCHOOL STAFF ASSISTANT II

SUPPLEMENTAL EXAMINATION  
(THIS IS CONSIDERED AN EXAMINATION)

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

Both the standard application form and the supplemental application are **REQUIRED** of all applicants and must be filed in the Personnel Commission office by **January 17, 2024, 4:30 PM**.

1. The following questions have been designed to allow you the opportunity to provide a more detailed description of your knowledge, skills, abilities, background, training and experience as related to the position you are applying for. Please provide detailed responses for each question. Where applicable, responses must include the name of your employer(s), dates of employment where you performed the duty, and the title of your position(s) where you performed the function. Be aware that you are competing in the first phase of the examination process. It is your responsibility to ensure that all information you deem important to your candidacy is included. A resume or referral to a resume in lieu of a response is not acceptable. This supplemental application must be typed or legibly printed. Applicants that submit an illegible or incomplete application will be disqualified from consideration.

### ***CERTIFICATION***

I hereby certify that all statements made in this supplemental form are true and complete to the best of my knowledge, and that any misstatement of material facts will subject me to disqualification or dismissal.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

# SCHOOL STAFF ASSISTANT II

SUPPLEMENTAL EXAMINATION  
(THIS IS CONSIDERED AN EXAMINATION)

2. Do you possess a high school diploma or GED?

☐ Yes ☐ No

3. If you answered "Yes," please list the name and location of the high school or institution where you obtained your high school diploma or GED. If you answered "No" to the question above, please write N/A.

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4. This position requires three (3) years of secretarial/office management experience including one (1) year of experience in a school office.

How many year(s) of secretarial/office management experience do you possess?

- ☐ I do not have experience in this area.
- ☐ Less than 1 year
- ☐ 1 year but less than 2 years
- ☐ 2 years but less than 3 years
- ☐ 3 or more years

5. How many years of secretarial/office management experience do you have in a school office?

- ☐ I do not have experience in this area.
- ☐ Less than 1 year
- ☐ 1 or more years