



REDLANDS UNIFIED SCHOOL DISTRICT
P.O. Box 3008, Redlands, CA 92373-1508 (909) 307-5300

July 1, 2010

ANNOUNCEMENT OF 2010-2011 CLASSIFIED VACANCY

OPEN TO BARGAINING UNIT MEMBERS ONLY

HUMAN RESOURCES OFFICE HOURS are 7:00 to 4:00, Monday-Friday.

DEADLINE FOR APPLICATIONS

July 7, 2010

VACANCY #13

POSITION: CUSTODIAN I POSITIONS

Hours: 8 hrs. per day
Months: 12 mo.
Range: 19
Salary: \$15.00 - \$19.16 per hour

NOTE: Required examination will be administered on Thursday, July 8, at 1:00 p.m., in Annex A, 20 West Lugonia Avenue, Redlands. Testing time is approximately 1 hour. NO FURTHER NOTICE WILL BE GIVEN. Disabled applicants may request reasonable accommodation in regard to testing procedures. Please do so prior to the closing date. Photo identification will be required at test site.

DEFINITION

Under supervision, maintain an assigned school facility, group of buildings, grounds, or office space in a clean, orderly, and secure manner following a predetermined schedule; and do other related work as required.

ESSENTIAL FUNCTIONS

Sweep, mop, strip, wax, and seal floors; vacuum and clean rugs and carpets; clean chalkboards, chalk trays and erasers; dust, wash, and clean furniture, light fixtures, walls, doors, and woodwork; empty and clean waste receptacles, including trash barrels; clean and sanitize restrooms, locker rooms and showers; stock paper and supplies; clean drinking fountains and sinks; may move, set-up, assemble or disassemble furniture or equipment; replace light bulbs and lighting tubes; clean windows and window coverings, such as drapes and blinds; pick up paper and other debris from school grounds and the areas adjacent to school facilities; sweep concrete surfaces adjacent to the school buildings; perform emergency cleanup service resulting from breakage, vandalism, accidents, and illness; report unsafe conditions and potential hazards; may perform minor maintenance tasks in keeping assigned areas safe and operational; may perform routine grounds maintenance functions; assist in reporting and preventing facility vandalism; activate and deactivate alarms; secure school and equipment; perform security checks; participate in thorough cleaning, repair, and renovation of school facilities and furniture.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic cleaning methods, procedures and techniques;
Cleaning materials, supplies and equipment;
Safe Working methods and procedures.

Ability to:

Perform moderately heavy manual activities;
Efficiently and effectively use cleaning materials, supplies and equipment;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of experience involved with the care and cleaning of buildings and facilities.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the performance of duties, operator must possess an appropriate California driver's license; have an acceptable driving record; qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy physical work involving pushing and pulling of objects weighing up to 100 pounds, with frequent lifting of objects weighing up to 50 pounds. Physical dexterity in limbs and digits necessary to operate hand and power driven equipment and tools commonly used in the custodial trade, and perform strenuous manual labor; ability to bend, stoop, grasp, and reach.

Working Conditions:

May be required to work alone during evening hour assignments. Ability to mix and work with detergents and other cleaning chemicals without allergic reactions

Pre-placement Physical: Class II

Submit district application, placement file and letter of application to:

Sabine Robertson-Phillips
Assistant Superintendent, Human Resources
Redlands Unified School District
P.O. Box 3008
Redlands, CA 92373-1508
(909) 307-5300

EQUAL OPPORTUNITY EMPLOYER

The Redlands Unified School District will make reasonable accommodations in accordance with the employment provisions of the Americans with Disabilities Act.

A great place to learn.....A great place to work



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DEADLINE FOR APPLICATIONS

July 7, 2010

VACANCY #19

POSITION: TYPIST CLERK II

Hours: 8 hrs. per day
Months: 10 mos.
Range: 20
Salary: \$15.34 - \$19.58 per hour

NOTE: Required examination will be administered on Thursday, July 8 at 10:00 p.m., in the Technology Lab, 20 West Delaware Avenue, Redlands. Testing time is approximately 2 hours. **NO FURTHER NOTICE WILL BE GIVEN.** Disabled applicants may request reasonable accommodation in regard to testing procedures. Please do so prior to the closing date. Photo identification will be required at test site.

DEFINITION

Under general supervision, perform a variety of regular clerical, typing, telephone, public contact, and office support duties in assisting operations; may assist with student records, attendance, regular contact with students, teachers and District staff, parents and public; and do other related work as required.

Clerical assignments are determined by the school Principal or other certificated supervisor, coordinating work schedules and duties closely with the lead clerical position.

EXAMPLES OF DUTIES

Perform a variety of clerical tasks, including typing, proofreading, filing, and recording of data; compile information and prepare reports and summaries; answer the telephone and provide caller with routine information and data; may operate a private branch telephone switchboard; assist the public and office visitors by answering routine inquiries, providing them with information and data, and by directing them to appropriate offices; maintain a variety of alphabetical, numerical, and subject matter files and records; type from rough drafts, and notes; may perform a variety of functions using a computer terminal; may compose routine letters and memoranda independently; receive, sort, and distribute mail; make appointments; may receive and distribute books and other instructional materials or equipment; may receive money and prepare receipts for bank deposits; may maintain simple financial or statistical records; perform tasks in maintaining a neat and orderly work environment; may perform routine health and attendance functions.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;
Standard office machines and equipment;
Computer terminology and a working knowledge of various software programs;
Record storage, retrieval, and school-related computerized systems;
Basic health and first aid techniques and procedures, as required by the assignment.

Ability to:

Perform general clerical work of average difficulty with speed and accuracy;
Make simple arithmetical calculations with speed and accuracy;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Standard office practices, procedures, and techniques;
Establish and maintain an effective working relationship with those contacted in the course of work;
Effectively work with computers;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 45 words per minute from clear, legible copy. (In some positions where typing is less than 25% of the job function, the typing requirement may be waived at the discretion of the District administration.);
Capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, record management, and general office practice.

Experience:

One year of experience performing varied general office or clerical functions.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I

APPLICATION PROCEDURE

Submit district application, placement file and letter of application to:

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July 7, 2010

VACANCY #20

POSITION: TYPIST CLERK II

Hours: 4 hrs. per day
Months: 10 mos.
Range: 20
Salary: \$15.34 - \$19.58 per hour

NOTE: Required examination will be administered on Thursday, July 8 at 10:00 p.m., in the Technology Lab, 20 West Delaware Avenue, Redlands. Testing time is approximately 2 hours. **NO FURTHER NOTICE WILL BE GIVEN.** Disabled applicants may request reasonable accommodation in regard to testing procedures. Please do so prior to the closing date. Photo identification will be required at test site.

DEFINITION

Under general supervision, perform a variety of regular clerical, typing, telephone, public contact, and office support duties in assisting operations; may assist with student records, attendance, regular contact with students, teachers and District staff, parents and public; and do other related work as required.

Clerical assignments are determined by the school Principal or other certificated supervisor, coordinating work schedules and duties closely with the lead clerical position.

EXAMPLES OF DUTIES

Perform a variety of clerical tasks, including typing, proofreading, filing, and recording of data; compile information and prepare reports and summaries; answer the telephone and provide caller with routine information and data; may operate a private branch telephone switchboard; assist the public and office visitors by answering routine inquiries, providing them with information and data, and by directing them to appropriate offices; maintain a variety of alphabetical, numerical, and subject matter files and records; type from rough drafts, and notes; may perform a variety of functions using a computer terminal; may compose routine letters and memoranda independently; receive, sort, and distribute mail; make appointments; may receive and distribute books and other instructional materials or equipment; may receive money and prepare receipts for bank deposits; may maintain simple financial or statistical records; perform tasks in maintaining a neat and orderly work environment; may perform routine health and attendance functions.

EMPLOYMENT STANDARDS
KNOWLEDGE AND ABILITIES

Knowledge of:

Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;
Standard office machines and equipment;
Computer terminology and a working knowledge of various software programs;
Record storage, retrieval, and school-related computerized systems;
Basic health and first aid techniques and procedures, as required by the assignment.

Ability to:

Perform general clerical work of average difficulty with speed and accuracy;
Make simple arithmetical calculations with speed and accuracy;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Standard office practices, procedures, and techniques;
Establish and maintain an effective working relationship with those contacted in the course of work;
Effectively work with computers;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 45 words per minute from clear, legible copy. (In some positions where typing is less than 25% of the job function, the typing requirement may be waived at the discretion of the District administration.);
Capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, record management, and general office practice.

Experience:

One year of experience performing varied general office or clerical functions.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I

APPLICATION PROCEDURE

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July 2, 2010

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DEADLINE FOR APPLICATIONS

July 8, 2010

VACANCY #22

POSITION: SECRETARY I

Hours: 6.5 hours per day

Months: 11 mo.

Range: 23

Salary: \$16.53 - \$21.11 per hour

NOTE: Required examination will be administered on Friday, July 9 at 10:00 p.m., in the Technology Lab, 20 West Delaware Avenue, Redlands. Testing time is approximately 2 hours. **NO FURTHER NOTICE WILL BE GIVEN.** Disabled applicants may request reasonable accommodation in regard to testing procedures. Please do so prior to the closing date. Photo identification will be required at test site.

DEFINITION

Under general supervision, perform a wide variety of clerical and secretarial work of average difficulty; relieve an administrator of clerical and routine administrative details; and do other related work as required.

EXAMPLES OF DUTIES

Serve as secretary, transcribing dictation regarding varied correspondence, memoranda, reports or other related materials; may independently compose and type routine memoranda and correspondence from brief verbal or written instructions which may deal with materials of a privileged or sensitive nature; establish and maintain numerical, alphabetical, and subject matter files which may contain highly sensitive and privileged material; act as receptionist, arranging appointments and meetings; answer the telephone and initiate outgoing calls; assist office visitors by making telephone inquiries, by answering questions pertaining to routine policies, regulations, operational procedures, or by referring those making inquiries to appropriate offices or personnel; compile information and prepare reports as required; may monitor student conduct in office areas frequented by students; may direct and instruct student helpers in the performance of clerical and office duties; review records, reports and data for accuracy, completeness and compliance with predetermined and standardized procedures; use data processing systems to prepare input data for a computerized record management storage and retrieval system, and utilize the output reports in the operational functions of the office to which assigned; maintain a variety of records and files, which may include student, financial and a variety of other related records and files; assist supervisor by following up on administrative or clerical detail, which may include contact with members of the educational community; may administer routine first aid to students and seek emergency assistance as necessary; operate a variety of standard office equipment, including dictation and transcription equipment; maintain payroll cards and prepare monthly report of personnel absences; assist teachers with their needs.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures and techniques;

Correct English usage, spelling, grammar, punctuation and arithmetic concepts;
Standard office machines, computers, and equipment;
Various word processing and database software programs;
Effective reception and telephone techniques, correspondence and report writing and proofreading.

Ability to:

Learn and apply policies, regulations, and operational procedures;
Perform secretarial and clerical functions of average to above average difficulty with speed and accuracy;
Make arithmetical calculations with speed and accuracy;
Work proficiently with computers;
Establish and maintain data management, storage, and retrieval systems;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 50 words per minute from clear, legible copy. Transcribe accurately at a speed of 80 words per minute.
Proficient operation of electronic dictation equipment or the ability to learn quickly.
Capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of the twelfth grade, including or supplemented by courses in secretarial skills and office machines.

Experience:

Two years of experience performing increasingly responsible clerical and/or stenographic duties.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I

APPLICATION PROCEDURE

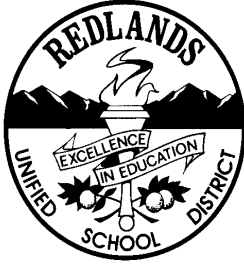
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DEADLINE FOR APPLICATIONS

July 8, 2009

VACANCY #21

POSITION: TYPIST CLERK III

Hours: 4 hours per day

Months: 11 mos.

Range: 22

Salary: \$16.15 - \$20.60 per hour

NOTE: Required examination will be administered on Friday, July 9, at 10:00 a.m., in the Technology Lab, 20 West Delaware Avenue, Redlands. Testing time is approximately 2 hours. **NO FURTHER NOTICE WILL BE GIVEN.** Disabled applicants may request reasonable accommodation in regard to testing procedures. Please do so prior to the closing date. Photo identification will be required at test site.

DEFINITION

Under general supervision, perform specialized and responsible clerical tasks; responsible for a functional unit of activity which may include leading, coordinating and organizing the functions and activities of clerical personnel; and do other related work as required.

EXAMPLES OF DUTIES

Perform specialized and technical clerical work involving analysis of a variety of materials and a thorough familiarity with policies, practices, terminology and applicable legal provisions; may organize, coordinate and lead clerical personnel; compile a variety of narrative and statistical reports, including attendance and enrollment data; investigate, search and locate sources of information; devise forms to compile and abstract data, and determine report formatting; answer complex and technical questions, and prepare correspondence which may include information pertaining to technical data, detailed explanations of law, policies or procedures; perform complex and technical clerical functions using independent judgment and referring only unusual matters to supervisors; establish and maintain alphabetical, numerical, subject matter and other classification files and catalogues; type from rough drafts and notes using transcription equipment; may coordinate the preparation of documents and records for microfilming; prepare indices and cross reference files concerning a variety of files and records; initiate and receive a variety of telephone and personal contacts from District employees and the public concerning the technical and responsible functions of the work unit; may assist in the orientation and training of clerical personnel; may receive money and prepare receipts for bank deposits; may maintain financial or statistical records; may operate a computer terminal performing a variety of computerized functions, including information management, storage, system retrieval and word processing; may assist District personnel and the general public in completing a variety of forms and documents; coordinate posting of information and data to records and files which have legal, administrative or confidential significance.

EMPLOYMENT STANDARDS
KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures and techniques;
Correct English usage, spelling, grammar, punctuation and arithmetic concepts;
Basic techniques and strategies of planning and organization;
Standard office machines and equipment, including transcription and word processing equipment;
Operational procedures, policies, rules, regulations and legal provisions specific to the assignment;
Basic knowledge of a complex data retrieval system.

Ability to:

Make simple arithmetical calculations with speed and accuracy;
Perform complex and specialized clerical work utilizing independent judgment and requiring speed and accuracy;
Prepare clear, concise and comprehensive reports;
Organize, coordinate and lead the work of other clerical personnel;
Accurately interpret legal mandates, District policies, rules and regulations, and apply them to a variety of operational procedures;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 50 words per minute from clear, legible copy.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including coursework or training in business practices, office management, record management and storage and retrieval systems.

Experience:

Two years of responsible or specialized clerical experience, preferably in an educational organization.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment

Pre-placement Physical: Class I

APPLICATION PROCEDURE

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