LOS ANGELES UNIFIED SCHOOL DISTRICT

CAREER OPPORTUNITIES WITHIN THE FIELD OF

TECHNICAL CLERICAL

Administrative Assistant
Certificated Assignments Specialist
Test Services Coordinator

Chief Clerk

Supervising Budget Technician
Senior Budget Technician
Budget Technician

Supervising Payroll Technician
Senior Payroll Technician
Payroll Technician
Accounting Technician II
Supervising Clerk
Senior Personnel Clerk
Assignment Technician
Selection Technician

Supervising Accounting Technician

Supervising Personnel Clerk
Senior Assignment Technician
Senior Selection Technician

Principal Clerk

Senior Office Assistant
Personnel Clerk

Accounting Technician I
Office Assistant
ENTRY LEVEL POSITION INTO THE FIELD OF TECHNICAL CLERICAL:

Office Assistant

Typical Job Duties – Performs clerical and typing work and applies established practices to assigned tasks.

Minimum Entrance Requirements – Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office practices and procedures, business arithmetic, and business English.

Information on additional job opportunities can be obtained by calling the Classified Recruitment Office at (213) 353-4200 Ext. 1, or by visiting our website at www.lausd.k12.ca.us.