

# Administrative Support Careers

Requires job opening and civil service testing

Achieved through meeting job standards

<p><b>Executive Assistant II</b> \$104,292 min. – \$126,768 max.</p> <hr/> <p><b>Administrative Assistant</b> \$109,512 min. – \$126,768 max.</p>	<p><b>EDUCATION:</b> <i>Executive Assistant II:</i> High School graduation</p> <p><i>Administrative Assistant:</i> 12th Grade or its equivalent</p> <p><b>CERTIFICATION/LICENSE:</b> None</p>	<p><b>EXPERIENCE:</b> <i>Executive Assistant II:</i> Three years of journey level clerical experience, <b>OR</b> one year comparable to the District's Administrative Secretary II or Senior Administrative Clerk</p> <p><i>Administrative Assistant:</i> Two years of experience comparable to the District's Executive Secretary classification, <b>OR</b> three years of experience comparable to the District's Administrative Secretary II classification or Senior Administrative Clerk</p>
<p><b>Administrative Services Supervisor</b> \$104,208 min. – \$120,636 max.</p>	<p><b>EDUCATION:</b> High School graduation</p> <p><b>CERTIFICATION/LICENSE:</b> None</p>	<p><b>EXPERIENCE:</b> Three years of journey level clerical experience</p> <p><i>Alternative:</i> One year comparable to the District's Senior Administrative Clerk classification</p>
<p><b>Executive Assistant I</b> \$94,440 min. – \$114,804 max.</p>	<p><b>EDUCATION:</b> High School graduation</p> <p><b>CERTIFICATION/LICENSE:</b> None</p>	<p><b>EXPERIENCE:</b> Three years of journey level clerical experience</p> <p><i>Alternative:</i> One year comparable to the District's Administrative Secretary II or Senior Administrative Clerk classification</p>
<p><b>Administrative Secretary II</b> \$85,560 min. – \$103,992 max.</p> <p><b>Senior Administrative Clerk</b> \$85,560 min. – \$103,992 max.</p>	<p><b>EDUCATION:</b> High School graduation</p> <p><b>CERTIFICATION/LICENSE:</b> Some positions may require a valid CA Class C driver's license</p>	<p><b>EXPERIENCE:</b> Two years of journey level clerical experience</p> <p><i>Administrative Secretary II Alternative:</i> One year comparable to or higher than the District's Administrative Secretary I classification</p>
<p><b>Administrative Secretary I</b> \$77,460 min. – \$94,164 max.</p>	<p><b>EDUCATION:</b> High School graduation</p> <p><b>CERTIFICATION/LICENSE:</b> None</p>	<p><b>EXPERIENCE:</b> One year of journey level clerical experience</p>
<p><b>Administrative Clerk</b> \$73,788 min. – \$89,688 max.</p>	<p><b>EDUCATION:</b> High School graduation</p> <p><b>CERTIFICATION/LICENSE:</b> Some positions may require a valid CA Class C driver's license</p>	<p><b>EXPERIENCE:</b> One year of clerical experience is preferred</p>