

Administrative Support Careers

Requires job opening and civil service testing

Achieved through meeting job standards

<p>Executive Assistant II \$107,844 min. – \$131,076 max.</p> <hr/> <p>Administrative Assistant \$113,232 min. – \$131,076 max.</p>		<p>EDUCATION: <i>Executive Assistant II:</i> High School graduation</p> <p><i>Administrative Assistant:</i> 12th Grade or its equivalent</p> <p>CERTIFICATION/LICENSE: None</p>	<p>EXPERIENCE: <i>Executive Assistant II:</i> Three years of journey level clerical experience, OR 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, OR three years of experience comparable to the District's Administrative Secretary II classification or Senior Administrative Clerk</p>
<p>Administrative Services Supervisor \$107,760 min. – \$124,740 max.</p>		<p>EDUCATION: High School graduation</p> <p>CERTIFICATION/LICENSE: None</p>	<p>EXPERIENCE: 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>Executive Assistant I \$97,656 min. – \$118,704 max.</p>		<p>EDUCATION: High School graduation</p> <p>CERTIFICATION/LICENSE: None</p>	<p>EXPERIENCE: 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>Administrative Secretary II \$88,464 min. – \$107,532 max.</p> <p>Senior Administrative Clerk \$88,464 min. – \$107,532 max.</p>		<p>EDUCATION: High School graduation</p> <p>CERTIFICATION/LICENSE: Some positions may require a valid CA Class C driver's license</p>	<p>EXPERIENCE: 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>Administrative Secretary I \$80,112 min. – \$97,368 max.</p>		<p>EDUCATION: High School graduation</p> <p>CERTIFICATION/LICENSE: None</p>	<p>EXPERIENCE: One year of journey level clerical experience</p>
<p>Administrative Clerk \$76,296 min. – \$92,736 max.</p>		<p>EDUCATION: High School graduation</p> <p>CERTIFICATION/LICENSE: Some positions may require a valid CA Class C driver's license</p>	<p>EXPERIENCE: One year of clerical experience is preferred</p>