

Job Announcement Office Services Supervisor II

Please Circulate and Post

Final Filing Date: September 13, 2019

UNIT/PC#: 199-020-1150-001

Tenure/Time Base: Permanent Full Time

Location: Diagnostic Center North - Fremont
39100 Gallaudet Drive Fremont, CA 94538

Monthly Salary: \$3,559.00 - \$4,458.00 per month



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Duties

Join the staff at the Diagnostic Center - North in Fremont, California located in the San Francisco Bay Area. Under the direction of the Director of the Diagnostic Center Northern California (DCN), the Office Services Supervisor II is the supervisor of the clerical support services staff, coordinator of the Admissions and Training Office, and office manager.

As supervisor of the clerical unit, responsibilities include planning, organizing and directing clerical support staff in performing functions including word processing center, telephone reception, public information counter, mail operations, data base entry, student files, record management and desktop publishing. The incumbent supervises, trains, provides technical assistance and evaluates the performance of clerical support staff and janitorial staff.

Required Qualifications

Either I

One year of experience in California state service performing duties of a class with a level of responsibility equivalent to Office Technician.

Or II

Three years of clerical experience, at least one year of which shall have been in a responsible position performing a variety of difficult clerical work or supervising the work of a small group of employees. (Experience in the California state service applied toward the specialized one-year requirement must be performing duties of a class with a level of responsibility equivalent to Office Technician.)

Minimum Qualifications

- Possess good interpersonal skills
- Ability to prioritize work assignments
- Maintain and update student records, monitor and update databases
- Prepare public relation materials, including brochures, handbooks, web-based applications
- Prepare correspondence, reports, and charts for review using a variety of software programs.
- Maintain purchase orders, and vendor data records
- Perform other duties and tasks as required.

Desirable Skills

- Strong personal computer skills working Microsoft, Word, Desktop Publishing
- Ability to work as a member of a team or independently.
- Ability to work within time constraints in preparation of monthly reports.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of office procedures.
- Ability to manage a high productive office and staff
- Excellent organizational skills, including the ability to set priorities and take initiative.

Please refer to Duty Statement for further information related to job expectations.

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How to Apply

Submit a State of California Employment Application (STD Form 678), resume and Statement of Qualifications to:

Dr. Chemene Hooker-Henry
Human Resources Director
California School for the Blind and CA Department of Education Diagnostic Centers
500 Walnut Avenue
Fremont, CA 94536

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Required Application Package Documents:

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. A Statement of Qualifications demonstrating your Experience and Education relating to the Minimum Qualifications listed on the Classification Specification for the position.

All applications will be screened based upon desirable qualifications and experience.

For questions and/or additional information, please contact Dr. Chemene Hooker-Henry, at (510) 936-5587

The State of California is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.