



EXCELLENCE IN EDUCATION

Diagnostic Center – Northern California
39100 Gallaudet Drive
Fremont, CA 94538
(510) 794-2500

Office Services Supervisor II

Join the staff at the Diagnostic Center - North in Fremont, California located in the San Francisco Bay Area. Become part of a team of nationally recognized expert educators working with California's special educators and families. Make a difference

DUTIES: Under the direction of the Director, 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. The incumbent will communicate in sign language and English.

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.
- Fluency in American Sign Language (ASL)

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.

Who May Apply:

Individuals who have list eligibility, are in a class transferable to, or have reinstatement rights for this class. All applicants must clearly indicate basis of their eligibility in Box 1 on the standard State Application Form STD 678. Individuals who have not taken an exam for this position may apply to be considered under the Temporary Authorization (TAU) provision. Employment provisions as outlined by the Department of Personnel Administration's State Restriction of Appointment (SROA) policy prevail. In addition, current or future executive orders relative to filling vacant positions may also affect this process.

How to apply: Submit a State Application (Form 678): Robin Zane, Diagnostic Center North Director
39100 Gallaudet Drive, Fremont, CA 94538
(510) 794-2500, FAX (510) 794-2513

APPLICATIONS MUST BE RECEIVED BY: November 1, 2012

Calif. Relay (Telephone) Service for the Deaf or Hearing Impaired: TDD Phones 1-800-342-5966: Voice Phone 1-800-342-5833

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