



TITLE:		REPORTS TO:	
DEPARTMENT/SCHOOL:		CLASSIFICATION:	
FAIR LABOR STANDARDS ACT CLASSIFICATION:		WORK YEAR: HOURS:	

APPROVED:  
Board  
Commission

SALARY GRADE:



Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical or secretarial experience and one year of experience working with special education management information systems

Valid California driver's license

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information

Seeing to view a computer monitor

Sitting for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard