

## Santa Clara County School Job Fair

### **ADMINISTRATIVE ASSISTANT I-II-III / EXECUTIVE ASSISTANT / SENIOR EXECUTIVE ASSISTANT / CLERICAL**

Engage in a career that truly matters while supporting education! Santa Clara County Schools seek Clerical Workers, Administrative Assistants (all levels) and Executive Assistants.

As a Clerical, Administrative Assistant or Executive Assistant you will perform a variety of clerical and administrative duties in support of daily office operations, work units and programs. Depending on the position and qualifications, you may be assigned to support supervisors, middle to high level managers or department heads and receive general to limited supervision. Become part of a team that serves our community and future leaders!

#### **TRAINING AND EXPERIENCE:**

**Administrative Assistant I:** Generally, any combination of training and experience that provides the required knowledge, abilities, and skills is qualifying. A typical method of demonstrating these qualifications would be: one year of clerical/secretarial experience or successful completion of an administrative assistant, office management, or secretarial training program.

**Administrative Assistant II:** Generally, any combination of training and experience that provides the required knowledge, abilities, and skills is qualifying. A typical method of demonstrating these qualifications would be: two years of clerical/secretarial experience or one year of clerical/secretarial (equivalent to Administrative Assistant I) experience complemented by successful completion of an administrative assistant, office management, or secretarial training program.

**Administrative Assistant III:** Generally, any combination of training and experience that provides the required knowledge, abilities, and skills is qualifying. A typical method of demonstrating these qualifications would be: completion of administrative assistant, office management, or secretarial training and two years of progressive job-related experience with demonstrated competence.

**Executive Assistant:** Any combination equivalent to: graduation from high school and three years increasingly responsible clerical or secretarial experience involving frequent public contact.

**Senior Executive Assistant:** Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and four years of increasingly responsible secretarial or administrative assistant experience.

Space is limited. Apply now to register and be invited to test for this position. Testing for this position will provide you with a score report and early entry on the day of the Recruitment Fair, where you will have the opportunity to meet, network with, apply to and possibly interview for positions with various School Districts of Santa Clara County.

From Palo Alto to Gilroy, 32 Santa Clara County School Districts support 413 schools which serve 276,000 students. Click [here](#) to learn more about specific openings at our Santa Clara County School Districts and why you should consider working for Santa Clara County Schools. Click [here](#) to learn more about the Santa Clara County School Job Fair.

<about the Classified Recruitment Fair>