

SUBSTITUTE OFFICE TECHNICIAN

We Are Hiring!
\$15.70/HR. - \$21.50/HR.



HOW TO APPLY

VISIT:

WWW.LAUSDJOBS.ORG OR
SCAN THE QR CODE



Call (213) 241-3455 or email helpmeapply@lausd.net, if additional assistance in filling out an application is required.

Job Overview

Office Technicians perform a variety of clerical duties such as preparing a variety of materials, compiling and entering data, and maintaining files and records.

Typical Duties Include:

- Prepares a variety of letters, memos, forms, reports, arithmetical summaries, and other material, typically using computer software.
- Compiles, interprets, and codes data from various sources; enters data utilizing computer systems and programs for functions such as procurement, finance, student attendance, and personnel; and prepares related reports.
- Checks forms and records for completeness and accuracy.
- Maintains files, records, and other information.
- Responds to employee/public inquiries by telephone and in person to provide or request information.
- Receives, sorts, and distributes incoming and outgoing correspondence.

Minimum Qualifications:

- Graduation from high school or evidence of equivalent educational proficiency.