

CLASSIFIED POSITION MINIMUM REQUIREMENTS

Applicants should review the job description and minimum qualifications for each of the positions for which an employment application is submitted.

All classified job descriptions can be found on this website: <http://hr.sweetwaterschools.org/welcome/job-descriptions/classified-job-descriptions/>

Complete application requirements and exam information can be found on this website: <http://hr.sweetwaterschools.org/employment/classified-employment/>

Classified Position Requirements	Exam Required	High School Diploma/Equivalent	TB Test within the last 60 days	CPR/First Aid	Typing Certificate	Pre-Placement Physical & Drug Test	Other Requirements
Administrative Assistant	Yes	Yes	Yes	No	50 wpm	Yes	Three (3) years of previous secretarial experience
Administrative Secretary	Yes	Yes	Yes	No	50 wpm	Yes	Three (3) years of previous secretarial experience
ASB Accounting Technician	Yes	Yes	Yes	No	No	Yes	Valid Driver's License
Attendance Technician	Yes	Yes	Yes	No	45 wpm	Yes	
Bus Driver	Yes	Yes	Yes	No	No	Yes & Alcohol Test	Valid Driver's License With Passenger Endorsement (Brake Endorsement optional), School Bus Driver's Certificate (First Aid as required), And Valid Medical Card
Campus Assistant	Yes	Yes	Yes	CPR/First Aid	No	Yes	
Custodian	Yes	Yes	Yes	No	No	Yes	Valid Driver's License
Gardener	Yes	Yes	Yes	No	No	Yes	Valid Driver's License & Evidence of Insurability
Instructional Assistant	Yes or 48 college credits or Degree	Yes	Yes	No	No	Yes	
Instructional Assistant – Special Ed.	Yes or 48 college credits or Degree	Yes	Yes	No	No	Yes	
Instructional Assistant – Special Ed./Visual Impaired	Yes or 48 college credits or Degree	Yes	Yes	No	No	Yes	Valid Certification of Braille competency issued by The Hadley School for the Blind or equivalent.
Instructional Health Care Assistant	Yes or 48 college credits or Degree	Yes	Yes	CPR	No	Yes	Valid Driver's License may be required
Locker Room Attendant	Yes	Yes	Yes	No	No	Yes	
Nutrition Services Assistant I	Yes	Yes	Yes	No	No	Yes	Food Handlers/SafeServ Certificate
Nutrition Services Assistant II	Yes	Yes	Yes	No	No	Yes	Food Handlers/SafeServ Certificate Supervisor's Training Certificate issued by Department of Public Health
Office Assistant I	Yes	Yes	Yes	No	40 wpm	Yes	
Office Assistant II	Yes	Yes	Yes	No	45 wpm	Yes	One (1) year of clerical experience
Registrar	Yes	Yes	Yes	No	45 wpm	Yes	Three (3) years of previous clerical experience
School Administrative Assistant	Yes	Yes	Yes	No	50 wpm	Yes	Two (2) years of previous secretarial or admin. assistant experience
Senior Administrative Assistant	Yes	Yes	Yes	No	50 wpm	Yes	Four (4) years of previous secretarial experience
Senior Office Assistant	Yes	Yes	Yes	No	50 wpm	Yes	Two (2) years of previous clerical experience
Testing Assistant - Bilingual	Yes or 48 college credits, speak, read and write in a designated second language.	Yes	Yes	No	No	Yes	Bilingual exam in Spanish
Transportation Attendant	No	Yes	Yes	CPR/First Aid	No	Yes	