CLERICAL ASSISTANT I
JOB # CCC762
$1,134 - $1,374 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: September 27, 2010
CLOSING DATE: October 11, 2010
POSITION LOCATION: Cypress College - Admissions & Records
SCHEDULED SHIFT: 2:00 p.m. to 6:00 p.m. – Monday through Thursday
(Schedule and shift are subject to change in accordance with department needs).
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing routine duties of a clerical nature to support the needs of the assigned department or location. Perform various clerical duties; enter information into computer; receive and process registration forms and purchase requisitions, issue parking permits and room keys to appropriate District personnel and faculty, photocopy various materials, gather, sort and route information and materials as appropriate. Compile and maintain a variety of records, logs and files related to assigned department or location such as attendance records, registration, enrollment, applications, time sheets, mailing lists, inventory or statistical records; locate materials and information in records, logs and files as required. Type a variety of materials such as forms, reports, correspondence, tests and other classroom materials as required. Answer telephones and greet the public; answer questions and provide routine information related to department or location activities and functions to faculty, students or the public; schedule appointments and meeting rooms for students, faculty or the public as appropriate. Receive, sort and distribute various incoming mail; mail information materials, correspondence or other materials as required. Operate office equipment such as personal computer, typewriter, calculator, copier, postal machine, cash register, and specialized equipment depending on department or location assigned; arrange for equipment servicing as appropriate. Order supplies for department or location as assigned; stock shelves and maintain adequate supplies. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent; sufficient training and experience to demonstrate the knowledge, skills and abilities listed below.

Ability to: Make arithmetic calculations quickly and accurately; sort and file alphabetically and numerically; operate a variety of office equipment such as calculator, computer, copier, etc; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others; type 35 wpm*.

Knowledge of: Modern office practices, procedures and equipment; record-keeping techniques: correct English usage, grammar, spelling, punctuation, vocabulary; and various computer software applications.

Licenses and other requirements: Some departments may require a valid California Driver's License.

*Applicants selected for interview will be required to pass a typing test.
DESIRABLE QUALIFICATIONS
Customer service experience in an educational or governmental organization.

WORKING RELATIONSHIPS
The Clerical Assistant I maintains frequent contact with various departments and personnel, faculty, students and the public.

WORKING CONDITIONS
College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) District Classified Application (All sections must be completed.)
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC762, Clerical Assistant I, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before October 11, 2010, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.