EVALUATOR
JOB #FCC635
$3,352 - $4,063 per Month
(Two Positions)
The District pays employee’s portion of PERS retirement contribution.
This is a classified position subject to a one-year probationary period.

DATE POSTED: January 8, 2014
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: January 27, 2014

POSITION LOCATION: Fullerton College – Admissions and Records

SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m.; Monday through Friday
(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 complex technical duties involved in the analysis and evaluation of student records and transcripts for graduation, transfer and certification. Incumbents must possess a thorough knowledge of all phases of admissions and records. Evaluate academic records and transfer credits to determine student eligibility for admissions, general education requirements, programs, degrees and vocational certificates; coordinate printing of certificates and awards. Evaluate transcripts for courses and units completed, verify level, content, unit value and grading system based on catalogs or other correspondence with the other schools. Review non-traditional education materials for possible granting of college credits and maintain current knowledge of high school graduation requirements in California and elsewhere. Provide technical assistance to students, faculty and staff on the interpretation of District policies and procedures, and federal and state regulations related to admissions, transfers, graduation, etc. Interpret college requirements; explain basis for evaluation made and provide information to students and faculty on evaluations and college requirements. Interpret course descriptions; assist departments in evaluating courses for certificate programs. Review, analyze and prepare student petitions, including academic exceptions and academic renewals; participate in meetings regarding student petitions and provide resource information. Compute statistical data for graduation and verify completion of final semester courses and calculate and track cumulative GPA; determine eligibility for graduation. Assist and advise counselors regarding student records and make appropriate recommendations and corrections; compile and verify information for State and Federal reports. Provide information and assist other admissions and records staff, counselors, instructors, other District departments, and outside agencies as needed or assigned; assist in registration as assigned. Process attendance accounting and collection and recording of student grades, degrees and vocational certificates; process student program changes. 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: Associate’s Degree or equivalent AND minimum two (2) years increasingly responsible administrative experience in a college or university admissions and records office preferably in the evaluation/graduation areas.

Ability to: Interpret, apply and explain rules, regulations, policies and procedures; make arithmetic calculations quickly and accurately; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently with little direction; complete work efficiently with many interruptions; work confidentially with discretion; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, orally and in writing; understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others.
Knowledge of: District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; organization, policies, and rules of assigned department or program; modern office practices, procedures and equipment; record-keeping techniques; correct English usage, grammar, spelling, punctuation, and vocabulary; various computer software applications.

WORKING RELATIONSHIPS
The Evaluator maintains frequent contact with co-workers in the Admissions and Records Office, various departments, outside agencies, students, faculty and the public.

WORKING CONDITIONS
College or District office environment; subject to constant interruptions and frequent interaction with others; subject to 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 REQUIRED**
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. 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.

2. **Official or unofficial transcripts related to the position.**
   Official or unofficial transcripts with degree posted; must be submitted with application. Applications submitted without transcripts attached will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

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 #FCC635, Evaluator, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. 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 January 27, 2014, 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 Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) In some locations, may require special licenses or certifications. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.
The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu