EMPLOYMENT OPPORTUNITY

North Orange County Community College District
1830 W. Romneaya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810  
Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu  
Website: www.nocccd.edu

LABORATORY CLERK/ RADIO
JOB #FCC659
$1,631 - $1,975 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: May 18, 2007  
CLOSING DATE: June 4, 2007  
60% Position, 11 MONTHS PER YEAR

POSITION LOCATION: Fullerton College – Radio Station

SCHEDULED SHIFT: 8:00 am to 12 Noon, Tuesday through Friday; Saturday 9:00 am to 5:30 pm.
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 a variety of routine clerical and maintenance duties in a classroom or laboratory setting; and assisting the instructor and students in preparing, distributing, or demonstrating equipment and materials. Prepare classroom or laboratory for instruction; set up equipment and materials for exercises and demonstrations; collect, maintain and store equipment and materials after classroom or laboratory usage; assist in maintaining classroom or laboratory in a safe, clean and orderly condition. Demonstrate or describe the proper usage of equipment and materials to instructors and students; provide information to students regarding classroom or laboratory requirements; prepare and issue equipment and materials for students use; maintain records of equipment and materials loaned to students. Answer telephones and direct calls as appropriate; provide routine information; maintain various records as required. Assist in ordering, maintaining, receiving, cataloging and storing supplies and materials; assure adequate quantities are available for timely instructional use. Maintain and perform minor repairs and adjustments to equipment; report major repair needs according to established procedures; examine literature on new equipment and make purchase recommendations; consult with vendors as assigned. 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:
Knowledge of: Organization, policies and procedures of assigned department, classroom, or laboratory; proper methods, materials, tools and equipment used in the assigned classroom or laboratory; appropriate safety precautions and procedures used in the assigned classroom or laboratory; modern office practices and procedures; proper English usage, grammar, spelling, punctuation and vocabulary; basic bookkeeping procedures; record keeping techniques; ability to operate personal computers, typewriters, copiers and other standard office equipment.

Ability to: Perform specialized duties to ensure efficient lab operations; 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.

Education and Experience: High School diploma or equivalent. Preferably supplemented by two (2) years of college level course work and/or related training and experience in the assigned disciplines or subject areas.
Licenses and Other Requirements: May require a valid California driver's license depending upon assigned discipline. In some locations, may require special licenses or certifications.

DESIRABLE QUALIFICATIONS:
Experience with digital productions software; utilizing digital automation software; setting up and utilizing remote equipment; on-air in either a news/talk/sports or music format; working in a learning environment; experience with and commitment to working with culturally and ethnically diverse groups.

WORKING RELATIONSHIPS:
The Laboratory Clerk maintains daily contact with students and instructors, as well as frequent contact with various college or District departments.

WORKING CONDITIONS:
Instructional classroom and laboratory environment. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing classroom or laboratory demonstrations and experiments.

APPLICATION PROCEDURE:
DISTRICT CLASSIFIED APPLICATION REQUIRED (All sections must be completed)
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 #FCC659, Laboratory Clerk/Radio, 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 June 4, 2007, 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 either their own, leased, or district owned vehicles for District related activities must certify that they possess a valid California Drivers License. Employees must certify that their vehicle is 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.