LABORATORY CLERK- BIOLOGY
JOB #FCC929
$2,967 - $3,594 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: May 6, 2009
CLOSING DATE: May 22, 2009
POSITION LOCATION: Fullerton College
SCHEDULED SHIFT: 7:00 a.m. to 4:00 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 a variety of routine clerical and maintenance duties in a classroom or lab environment as required; and assisting the instructor and students in the preparation, distribution, or demonstration of instructional instruments, materials, supplies and equipment. 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 student 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 makes 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

Education and Experience: High school diploma or equivalent, preferably supplemented by two (2) years of college coursework and/or related training and experience in the assigned disciplines or subject areas.

Training Requirements: After hire, the following training must be completed: Chemical Hygiene and Hazard Communication.

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; record keeping techniques.

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.
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 lab environment; may be subject to perform physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing classroom or laboratory demonstrations and experiments; may be subject to exposure to chemicals, solutions, biohazardous materials, and/or fumes.

APPLICATION PROCEDURE

- **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, signed and returned with the application.

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 #FCC929, Laboratory Clerk-Biology, in all correspondence. You may include cover letters, resumes, 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](image)

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before **May 22, 2009, 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. 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.