



## **JOB TITLE: ASSISTANT ADMISSIONS & RECORDS CLERK**

Classification: Classified  
Salary Range: 14

Retirement Type: PERS\*  
Board Approved: December 18, 2000

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### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform routine and general clerical duties including filing, maintaining records, and answering telephones.

### **REPRESENTATIVE DUTIES:**

Perform routine clerical duties in support of admission and records.

Maintain numerical and alphabetical records, file materials and update information as needed.

Answer telephones and provide routine, factual information to office visitors and callers.

Process and prepare simple forms related to the assignment.

Copy and distribute bulletins, memoranda and other materials as requested.

Open and route mail.

Assist with the collection of fees.

May interact with students, staff and the public.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Modern office practices and procedures

Basic record-keeping techniques.

Telephone techniques and etiquette.

#### Abilities/Skills:

Perform clerical duties such as filing, duplications and answering telephones.

Maintain routine records.

Learn department and programs objectives and goals.

Understand and follow oral and written directions.

Use good English and spell correctly.

Make simple arithmetical computations.

Learn to operate office equipment.

Licenses or Other Requirements:

May require a valid California driver's license.

**WORKING CONDITIONS:**

Typical office setting.

Long periods of sitting and standing.

Lift to carry up to 25 lbs.

Move from one work area to another.

Interaction with students, staff and the public.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.