



JOB TITLE: CLERICAL ASSISTANT

Classification: Classified
Salary Range: 22

Retirement Type: PERS*
Updated: November 14, 2012

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of routine clerical, general office duties within a framework of established procedures to support the needs of an assigned college or District program, function or office. Provide quality customer service in a multi-culturally diverse environment and do other related work as required.

DISTINGUISHING CHARACTERISTICS:

Clerical Assistants are assigned general, routine clerical work of average difficulty. The Clerical Assistant is not expected to perform with the same level of independence and judgment on matters related to established procedures and methods as the Senior Clerical Assistant. The Clerical Assistant position involves extensive public contact and interactions.

REPRESENTATIVE DUTIES:

Type a wide variety of documents from clear copy or rough draft.

Screen and proofread reports, forms, and other documents for accuracy and completeness. Proofread finished copy and duplicate materials as assigned.

Sort and file documents and records according to predetermined classifications, maintaining alphabetical, index, and cross-reference files.

Answer the telephone and perform receptionist duties including assisting students faculty, staff, and the general public, provide information, and refer callers and visitors to appropriate personnel and offices as required.

Post information to operational, business, and student records.

Compile, list, and summarize information for review by supervisor; prepare routine or recurring reports according to established procedures.

Make arithmetical calculations in the performance of duties.

Receive, sort and route mail.

Operate standard office equipment including a typewriter, personal computer, copier, and other office equipment.

Train and provide work direction to student employees as assigned.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to graduation from high school and one year of general clerical experience.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Modern office practices, procedures and equipment.
Correct English usage, vocabulary, spelling, grammar and arithmetic.
Receptionist and telephone techniques and etiquette.
Basic techniques and operation of word processing.

Abilities/Skills:

Perform a variety of clerical work of average difficulty without close supervision.
Keyboard, type and proof work.
Ability to type 40 words net per minute.
File documents.
Review material for accuracy.
Operate a variety of office equipment such as a typewriter, computer terminal, calculator and copier.
Learn personal computer word processing and basic applications software.
Follow oral and written direction.
Work with confidential information.
Communicate effectively orally and in writing.
Work cooperatively with others.
Lift and carry up to 25 lbs.
Move from one work area to another as needed.
Interact professionally and politely with the general public.

WORKING CONDITIONS:

Typical office setting.
Extensive computer work
Long periods of standing and sitting.
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.