



El Camino College

Senior Clerical Assistant



ABOUT THE ROLE

Under the direction of an assigned supervisor, perform varied, responsible routine to complex clerical duties to support the needs of an assigned District program, function, or office. Train and provide work direction to others as assigned; provide quality customer service in a multi-culturally diverse environment and do other related work as required.

Senior Clerical Assistants perform diverse clerical duties and frequently serve in a lead capacity or as sole clerical support in a specialized program or function. The Senior Clerical Assistant position has extensive public contact and is expected to perform assigned duties with only occasional instruction and assistance. The position serves as a technical resource regarding office or program procedures, policies, and regulations.

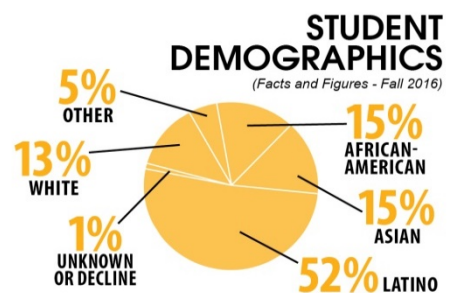
MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.



SENIOR CLERICAL ASSISTANT

Division: Humanities
Posting Closing Date: 02/03/2023
Req: C2223-145
Location: El Camino College
Position Type: Classified Staff

REPRESENTATIVE DUTIES

Plan, schedule and perform a wide variety of complex, responsible clerical duties related to an assigned office, program, or function.

Provide technical or specialized information and assistance to students, staff, and the public, apply and explain rules, regulations, policies, and procedures.

Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide technical information concerning policies and procedures of assigned program or office according to established guidelines.

Prepare correspondence, letters, records, tests, reports, schedules, minutes, memoranda, bulletins, tables, lists, requisitions, purchase orders and other communication materials from clear copy, rough draft, or oral instructions for supervisor's approval and/or signature; proof finished copy; address envelopes and cards.
Establish and maintain complex filing and record systems; update and cross-reference information as needed.

Schedule appointments and assist in the preparation of agendas and minutes; transmit confidential or sensitive information, as necessary.

Compile and analyze data relating to an assigned department or function; organize and prepare preliminary reports as requested by supervisor.

Collect, complete and post data to maintain records or statistics of students and other campus or business matters; compute and tabulate statistical data.

Establish, prepare, and maintain supply inventory; order supplies and materials as assigned; sort and file documents according to established procedures.

Receive, review, and process a variety of reports and documents; assure the timely distribution and receipt of a variety of records and reports; and request or provide information as necessary to assure completeness and accuracy.

Operate a variety of office equipment including a typewriter, personal computer, word processing and software applications, calculator, copier machine, and other office equipment.

Receive, sort, and distribute incoming and outgoing mail.

Train and provide work direction to other clerical personnel and student employees as assigned.

JOB QUALIFICATIONS

Education and Experience:

Any combination equivalent to graduation from high school and two years of increasingly responsible clerical experience. The ability to pass a **Basic Word 2019 Computer Skills Test** with at least 70% accuracy.

Applicants who meet the qualifications will be sent an email from TestGenius@opac.com with a link to take the tests. The information will be sent to the email address provided on your application.

Please be sure to log into igreentree and check your application status for updates.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Modern Office practices, procedures, and equipment.
Receptionist and telephone techniques and etiquette.
Record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.
Basic techniques and operation of a personal computer.

Abilities/Skills:

Perform responsible clerical work with speed and accuracy.
Establish and implement office procedures as needed and according to established guidelines.
Understand, interpret rules and written directions, and apply to specific situations.
Meet schedules and timelines.
Work confidentially with discretion.
Maintain records and prepare reports.
Communicate effectively orally and in writing.
Type from dictating equipment.
Understand follow oral and written instructions.
Review materials for accuracy and where applicable make corrections.
Operate a variety of office equipment including a typewriter, personal computer and applicable software, calculator, copier, and facsimile machine.
Work effectively and cooperatively with others.
Lift and carry up to 25 lbs.
Move from one work area to another as needed.
Reach to maintain and retrieve files.

Licenses or Other Requirements:

A designated second language may be required for some positions in this classification.

WORKING CONDITIONS

Office environment.
Subject to constant interruptions.
Dexterity of hands and fingers to operate office equipment.
Hear and speak to exchange information on the telephone or in person.
Sit for extended periods of time.
Use arms, legs, and back to lift and carry items.
See to prepare, sort and file documents.

CLOSING DATE: FRIDAY, FEBRUARY 03, 2023 at 3:00 p.m.

SALARY: (Step A) \$3,979 per month

*Salary increases are granted on the first day of the month following each year of service, until step F is reached. Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://www.elcamino.edu/ada)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Résumé including educational background, professional experience, and related personal development and accomplishments.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Pamela Jones

310-660-3593, Ext. 3478

pjones@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports, and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.