

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Clerical Assistant I	Range:	29
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing routine duties of a clerical nature to support the needs of the assigned department or location.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Performs various clerical duties; enters information into computer; receives and processes registration forms and purchase requisitions, issues parking permits and room keys to appropriate District personnel and faculty, photocopies various materials, gathers, sorts and routes information and materials as appropriate.
2.	Compiles and maintains a variety of records, logs and files related to assigned department or location such as attendance records, registration, enrollment, applications, time sheets, mailing lists, inventory or statistical records; locates materials and information in records, logs and files as required.
3.	Types a variety of materials such as forms, reports, correspondence, tests and other classroom materials as required.
4.	Answers telephones and greets the public; answers questions and provides routine information related to department or location activities and functions to faculty, students or the public; schedules appointments and meeting rooms for students, faculty or the public as appropriate.
5.	Receives, sorts and distributes various incoming mail; mails information materials, correspondence or other materials as required.
6.	Operates office equipment such as personal computer, typewriter, calculator, copier, postal machine, cash register, and specialized equipment depending on department or location assigned; arranges for equipment servicing as appropriate.
7.	Orders supplies for department or location as assigned; stocks shelves and maintains adequate supplies.
8.	Trains and provides work direction and guidance to others as directed.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

In addition to the essential functions, the Clerical Assistant I may serve as a cashier as required; receive and count money, make change, and issue refunds as appropriate.

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**WORKING RELATIONSHIPS**

The Clerical Assistant I maintains frequent contact with various departments and personnel, faculty, students and the public.

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent  
Sufficient training and experience to demonstrate the knowledge, skills and abilities listed below.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of modern office practices, procedures and equipment  
Knowledge of record-keeping techniques  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of various computer software applications  
Ability to make arithmetic calculations quickly and accurately  
Ability to sort and file alphabetically and numerically  
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

Some departments or locations may require valid California Driver's License  
Some departments or locations may require ability to type 35 wpm

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**WORKING CONDITIONS**

College or District environment; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities. Depending upon area assigned, may be required to lift up to 50 pounds unassisted.

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