

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Clerical Assistant II	Range:	31
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing complex duties of a clerical or administrative 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, maintains and analyzes 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; proofs information for accuracy and resolves discrepancies; may be responsible for preparing basic reports.
3.	Types a variety of materials such as forms, reports, correspondence, tests and other classroom materials as required; may assist instructors with preparing and distributing classroom materials or exams.
4.	Initiates telephone calls, answers telephones and greets the public; answers detailed questions related to department or location activities and functions and assists faculty, students or the public; locks and unlocks office or classrooms; prepares classroom laboratories as appropriate.
5.	Receives, sorts and distributes various incoming mail; mails information materials, correspondence or other materials as required; may be assigned to handle and process outgoing first-class mail and delivery service packages, coordinate mass mailing projects, and maintain budget records.
6.	Operates office equipment such personal computer, typewriter, calculator, copier, postal machine, 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; maintains detailed records.
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 II serves as a cashier as required; receive and count money, make change, authorize refunds and maintain balance records as assigned.

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

High school diploma or equivalent
Minimum two (2) years related clerical experience

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

SPECIAL REQUIREMENTS

Some departments or locations may require valid California Driver's License
Some departments or locations may require ability to type 40 wpm

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.
