

Secretary (part-time)
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=244270>

Downloaded On: Sep. 13, 2024 11:11am

Posted Sep. 4, 2024, set to expire Sep. 23, 2024

Job Title	Secretary (part-time)
Department	Visual and Performing Arts Department Administration
Institution	Citrus Community College Glendora, California
Date Posted	Sep. 4, 2024
Application Deadline	09/23/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

Secretary (part-time)

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Recruitment Start Date 08/29/2024

Recruitment End Date 09/23/2024

Salary Range 28-1

Pay Rate \$2,118.34 per month / \$24.94 hr (Starting salary for a new classified hire at Citrus College is fixed at Step 1; includes one evening increment.)

FLSA Status

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Non-Exempt

Benefits

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The District provides prorated vacation and sick leave based on the 49% assignment.

General Description/Summary

POSITION SUMMARY

Performs general office secretarial support and reception duties, usually following well-established policies, procedures, and methods. Assignments can be in instructional or administrative areas, where there usually is other, more senior level administrative support positions to provide guidance, partial leadership, and prioritize specific work assignments.

Minimum Qualifications/Education and Experience

MINIMUM QUALIFICATIONS/EDUCATION AND EXPERIENCE

- A high school diploma, or the equivalent, and three years of secretarial experience.

Preferred Qualifications

PREFERRED QUALIFICATIONS

- Advanced experience with MS Word, and Excel.
- Advanced organizational skills.
- Ability to work in a busy collegial environment.
- Must be able to type 40 WPM.

Licenses and Certificates

LICENSES AND CERTIFICATES

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- May require a valid driver's license.

Essential Duties and Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Types (keyboards) from copy or standing instructions, forms, memoranda, correspondence, and reports using established formats, 50 wpm.
- Enters data onto established data entry screens of business and academic transactions (e.g., deliveries, purchase orders, printing orders, forms, etc.).
- Processes business and/or student transactions such as, but not limited to invoices, accounting documents, enrollment and registration forms. May receive and account for money paid by others for items such as, but not limited to, registration fees, instructional materials, and permits.
- Answers a central telephone for a work team and serves as receptionist to support personnel and serve the public. Answers common inquiries, makes appointments, and provides information concerning standards, procedures and programs. Assesses the nature of calls and refers them to appropriate College resource or outside agency.
- Greets walk-in visitors, determines their needs, then either routes them to the appropriate person or service or personally completes the request or transaction.
- Sets up and maintains files using established formats. Assembles, collates and prepares materials for distribution. Posts information and documents to records.
- Orders, receives, shelves and distributes supplies and materials.
- Delivers and picks up a variety of mail, forms, and materials from staff, students, or the other departments. Sorts and distributes mail.
- Prepares documents and information packets from established formats such as those used by faculty, and routine communications for administrative purposes.
- Compiles information onto established formats and maintains a variety of records to support regularly recurring reports that are prepared for administration and external agencies. Extracts data from existing databases and converts to other formats.
- Contacts other departments and outside agencies to locate information and/or services not provided by the department.
- Performs other duties as assigned that support the overall objective of the position.

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Knowledge, Skills and Abilities

KNOWLEDGE, SKILLS AND ABILITIES

- Requires basic knowledge of modern office practices, procedures and equipment including receptionist and telephone techniques and etiquette.
- Requires basic knowledge and understanding of methods and procedures used alpha-numeric record keeping.
- Requires basic knowledge of data entry techniques.
- Requires a working knowledge in the use of common personal computer-based office productivity software.
- Requires sufficient math skills to perform columnar calculations, decimals, fractions, etc.
- Requires sufficient knowledge of English language, grammar, spelling and punctuation to prepare correspondence and memoranda.
- Requires sufficient human relations skill to greet and work cooperatively with others, inside and outside the department.
- Requires the ability to perform the duties of the position under general supervision.
- Requires the ability to learn, understand and apply district rules, policies, procedures, and terminology used in the department of assignment.
- Requires the ability to use a personal computer for data entry, word processing, and spreadsheets.
- Requires the ability to operate standard office machines.
- Must be able to maintain record files and prepare reports on pre-determined formats.
- Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.
- Requires the ability to work varying shifts.

Physical Abilities

PHYSICAL ABILITIES

- Must be able to function indoors engaged in work of primarily a sedentary nature.
- Requires the ability to use near vision to write and to read printed materials and computer screens.
- Requires the ability to use hearing and speech for ordinary and telephonic conversation and to

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- hear sound prompts from equipment.
- Requires ambulatory ability to sit, often for long periods of time, move about campus locations and to reach work materials.
- Requires the ability to use manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

Working Condition

WORKING CONDITIONS

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- Work is performed indoors where minimal safety considerations exist.

Department Visual and Performing Arts Department Administration

Job Category Classified

Assignment Part-Time

Percentage of Time 49%

Months per Year 12 months

Work Days per Week M-F

Work Schedule per Day M-Th 8:00 am -12:00 pm and F 8:00 am -11:30 am

Work Shift Days

Bargaining Unit Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition,

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ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

About Transcripts

ABOUT TRANSCRIPTS

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

SELECTION PROCESS

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of his or her writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.



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Quick Link <https://employment.citruscollege.edu/postings/1108>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Visual and Performing Arts Department
Administration
Citrus Community College

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