

Office Assistant I (Clovis Community College Only)
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245548>

Downloaded On: Sep. 26, 2024 11:55pm

Posted Sep. 20, 2024, set to expire Oct. 10, 2024

Job Title Office Assistant I (Clovis Community College Only)
Department
Institution State Center Community College District
Fresno, California

Date Posted Sep. 20, 2024

Application Deadline 10/10/2024
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/5655096>

Apply By Email

Job Description

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Office Assistant I (Clovis Community College Only)

Salary: \$40,796.00 - \$50,173.00 Annually

Location: Clovis Community College, CA

Job Type: Permanent

Division: DO Personnel Commission

Job Number: 2024072

Closing: 10/10/2024 11:59 PM Pacific

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General Purpose

Under general supervision, performs general clerical support duties including data entry, filing, maintaining physical and electronic records, front counter support and answering phones; schedules and cancels meetings and appointments following instructions and procedures; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs general front counter and reception duties; answers, screens and refers telephone calls and visitors; answers standard questions from students, faculty, staff, vendors and the public regarding assigned department, program and services; answers emails and other written inquiries for standard information; maintains supply of departmental or program forms and brochures.
- Schedules and cancels appointments and testing; sets up, maintains and posts department and staff calendars and room reservation calendars; schedules meetings and appointments following instructions and procedures; makes event arrangements including contacting vendors and participants; may attend and take notes at routine meetings and type up and distribute meeting notes.
- Prepares and compiles packets of materials; receives, opens, sorts and distributes office mail; prepares regular and bulk mailings; scans or copies various documents and materials, including large duplication orders; duplicates, assembles and distributes packets; requests printing services.
- Maintains a variety of standard office and specialized records and files; creates and maintains spreadsheets and databases to track files, projects, activities and services; creates and updates phone lists.

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- Drafts, formats, types, proofreads, edits and prints correspondence, forms, work orders reports, schedules, rosters, statistical and technical documents including reports, manuals and other documents and materials ranging from routine to moderately complex; creates forms, charts, tables and spreadsheets involving routine to difficult data manipulation; reviews documents for clerical accuracy, completeness and compliance with College and department requirements; routes documents for signature; may confirm the completion of work orders.
- Types requisitions and travel and conference expense forms based on instructions and procedures, routes forms for signature; may track and follow up on status of approval and processing; matches to purchase orders and processes vendor invoices for payment.
- Participates in reviewing and auditing time logs for full- and part-time staff and faculty payroll processes at a department level following instructions and procedures; matches time logs and absence slips.
- Answers student or customer questions regarding policies, procedures, programs and services including clarification of program enrollment requirements and department processes/procedures; responds to questions and complaints over the phone or at a public counter.
- Receives and inputs a variety of student or customer information into computer systems; researches information in computer systems; provides initial screening, assists with the preparation of forms and documentation; verifies accuracy of information with third parties; tracks students in College services and programs; retrieves information and generates reports from systems.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded

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practices within the District.

OTHER DUTIES

- Provides backup for other departments or division office administrative support staff.
- When assigned and following instructions or procedures, interacts with other departments and with state and federal programs on behalf of the department/program or a student.
- Provides day-to-day lead work guidance and direction to student aides; monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- May collect small fees for copies or services.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Standard office practices and procedures, including recordkeeping and filing.
- Customer service practices and telephone etiquette.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District and College organization, rules, policies and procedures applicable to departmental and division operations.

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- Basic District policies and procedures regarding purchasing, travel/training and expense reporting and payroll time reporting.
- Data gathering and routine research methods.
- Department services, program goals, objectives, policies, procedures and practices.
- Safety policies and safe work practices applicable to the assignment.
- Basic principles and practices of employee work guidance and direction.
- Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

- Provide customer service in person and over the phone.
- Provide accurate information and clear explanations regarding the department, program and other matters to students, customers and the public within areas of assigned responsibility.
- Prepare clear and accurate reports, documents, data entries and files at an acceptable speed.
- Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
- Learn and apply District and college procedures for maintaining and processing student records.
- Organize and maintain physical and electronic files.
- Make mathematical calculations.
- Maintain confidentiality of District and student files and records.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Type accurately at a speed necessary to meet the requirements of the position.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential staff and student issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent and at least six months of clerical experience in an office environment; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

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Certain assignments may require a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.?

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work, some of whom may be upset and disagreeable.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your

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degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include an online competency assessment (100% weight). Passing score is 75% out of 100% on the assessment section.

ASSESSMENT TENTATIVELY SCHEDULED FOR OCTOBER 18, 2024

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Clovis Community College Open-Competitive List. Using the same process, a separate Clovis Community College Promotional List will be established and both Lists will be used concurrently. The eligibility list will be used to fill current vacancies in the Office Assistant I classification for Clovis Community College ONLY for at least 6 months.

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

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ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4665025/office-assistant-i-clovis-community-college-only>

Contact Information

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

Contact

N/A

State Center Community College District

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