

**Administrative Clerk**  
**Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=253732>

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Posted Feb. 26, 2025, set to expire Mar. 13, 2025

<b>Job Title</b>	Administrative Clerk
<b>Department</b>	Student Services
<b>Institution</b>	Rancho Santiago Community College District Santa Ana, California
<b>Date Posted</b>	Feb. 26, 2025
<b>Application Deadline</b>	03/13/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6029964">https://apptrkr.com/6029964</a>
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<b>Job Description</b>	

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**Administrative Clerk**

**Rancho Santiago Community College District**

**Salary Range:** Grade 10: \$58,686.81 - \$74,917.13

**Job Type:** Full Time

**Job Number:** CL25-01108



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**Location:** Santa Ana, CA

**Division:** SAC Student Services

**Closing:** 3/13/2025 5:00 PM Pacific

### POSITION DETAILS

#### About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

#### About the Position

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The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

### **Class Summary**

Under direction - performs difficult and specialized clerical work requiring detailed knowledge of a department's procedures, policies, and precedents; supplies information involving facts and interpretations; initiates and completes difficult tasks independently; assumes responsibility for special projects and prepares related reports; assists in research for special reports; may lead and coordinate the work of clerks of a lower grade; assumes responsibilities for execution of projects without close review; interprets rules and procedures in supervisor's absence with supervisor's approval; coordinates clerical work-flow among office staff; prepares complex documents; assumes and performs related duties and responsibilities as required.

### **Representative Duties**

Coordinates the processing, recording and filing of a variety of documents involving administrative procedures; maintains cost records and complex attendance or other statistical records; assumes responsibility for a specific clerical function or specialized unit of a department where knowledge of the departmental operation is fundamental and where its impact on the public is substantial; performs technical work requiring a thorough knowledge of departmental policies and procedures; assists in the development of District procedures and policies relative to the assignment; handles difficult and

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complex public relations; coordinates data for computer input related to continuing and special projects; may perform sub-professional administrative duties as assigned; may lead and coordinate the work of clerical assistants; may maintain schedule or calendar for a number of workers; updates schedules and catalogues; may coordinate office work flow.

### **Organizational Relations**

This class reports to designated supervisor or director and may be responsible for determining workflow to lower grade clerks or for resolving factual or procedural questions.

### **QUALIFICATIONS**

#### **Training and Experience**

High school diploma or equivalent and any combination of training and/or experience equivalent to four years of progressively responsible experience in general clerical work including one year in work involving some independent responsibility for a clerical activity.

#### **Knowledge and Abilities**

Thorough knowledge of: office machines and filing systems; modern office practices and procedures, departmental practices and procedures as well as College rules, regulations, programs and policies; suitable or designated formats for presenting reports.

Ability to: make decisions in accordance with laws, ordinances, regulations and established procedures of the department; establish and maintain effective public relations; prepare accurate financial and statistical reports; operate office equipment including, personal computer terminal and a variety of word processing/business applications.

### **APPLICATION PROCESS**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

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**A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

**Application Screening**

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

**Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

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A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

### **Disability Accommodations**

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

### **Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4817768/administrative-clerk>



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**Contact Information**

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

**Contact**

Student Services

Rancho Santiago Community College District

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