

Senior Clerk
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254554>

Downloaded On: Apr. 2, 2025 5:15am

Posted Mar. 18, 2025, set to expire Apr. 4, 2025

Job Title	Senior Clerk
Department	Student Services
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Mar. 18, 2025
Application Deadline	04/04/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Senior Clerk

Rancho Santiago Community College District

Salary Range: Grade 8: \$53,883.09 - \$68,877.12

Job Type: Full Time

Job Number: CL25-01145



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Location: Santa Ana, CA

Division: SAC Student Services

Closing: 4/4/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

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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

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.

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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 - perform a wide variety of complex clerical and word processing work requiring specialized knowledge, and involving frequent and responsible public contacts; coordinates clerical work flow in office; masters complex technical functions within a given assigned subject area; serves as a primary reference source to supervisor and/or public; assists in resolution of difficult problems; works with a high degree of independent judgment; may handle complex document preparation assignments; performs related duties as required.

Representative Duties

Plans, schedules and performs a wide variety of difficult and complex clerical work related to the function to which assigned; prepares letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions, contracts, and other materials from marginal notes, rough drafts, or verbal instructions; compiles information from various sources and types on a variety of forms or sets up appropriate format; reviews complex documents for accuracy, completeness, and conformance to pertinent procedures, practices and policies; compiles and tabulates complex statistical data; serves as receptionist to students, teachers, and the general public; answers inquiries and furnishes information requiring a knowledge of standards, procedures, rules and regulations, programs, and policies; develops and maintains files; posts attendance, cumulative inventory, cash receipt, and other records; operates a variety of office machines; may lead or assign the work of other clerical employees; serves as liaison to other departments and personnel; assumes limited responsibility for updating documents without supervisory review; certifies eligibility of students for specific programs; may track department expenditures to make certain budget is maintained; represents office in administrator's absence.

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Organizational Relationships

This class reports to designated supervisor. It may be responsible for assisting in determination of clerical work-flow to Intermediate or General Office Clerks or for assisting in resolution of factual or procedural questions.

QUALIFICATIONS

Training and Experience

High School diploma or equivalent, and at least three years of keyboarding, office technology training and/or clerical work experience.

Knowledge and Abilities

Good knowledge of: modern office practices and procedures; knowledge of rules, regulations, programs, and policies; designated formats for presenting reports.

Ability to: maintain complex clerical records and prepare reports; interpret rules, regulations, and policies; perform clerical work with speed and accuracy; ability to operate office equipment including personal computer terminal and word processing software.

Additional Qualifications

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

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/4871054/senior-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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