

**FT Administrative Clerk II
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=256434>

Downloaded On: May. 1, 2025 7:56pm

Posted May 1, 2025, set to expire May 26, 2025

Job Title FT Administrative Clerk II
Department Staff
Institution Cerritos College
Norwalk, California

Date Posted May 1, 2025

Application Deadline 05/26/2025

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6188183>

Apply By Email

Job Description

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FT Administrative Clerk II

Salary: \$53,647.44 - \$64,283.76 Annually

Job Type: Full Time

Job Number: Admin Clerk II-25-Tech

Closing: 5/26/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: Admin Clerk II-25-Tech

Division: Technology

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on May 26, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Technology division is one of the divisions within the area of Academic Affairs at the Cerritos Community College District. The division offers a variety of opportunities for full-time and part-time students to learn about a variety of career technical education pathways. The successful candidate will be joining a team of about 100 full-time faculty, part-time faculty, classified and staff.

The various departments that make up the technology division are as follows: Architecture, Automotive Mechanical Repair, Automotive Collision Repair, Cosmetology, Engineering Design Technology, Machine Tool Technology, Welding Technology, and Woodworking Technology. The division serves students that have little or no experience in the technologies as well as students with extensive experience that are currently working in the field.

Summary

Performs recurring, yet technically oriented clerical, secretarial, and customer service duties within a department, program, or equivalent College function.

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Distinguishing Career Features

Administrative Clerk II requires a working knowledge of the terminology and procedures used in the area of assignment, the ability to research and extract information from commonly used databases, and the ability to troubleshoot problems encountered with customer service transactions.

Job Duties

Essential Duties and Responsibilities

Specific duties may vary among departments and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties:

- Types letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts or verbal instructions. Prepares handbooks, brochures, and other program materials.
- Processes documents requiring knowledge of the special terminology, policies and procedures of department or area of specialized function.
- Performs analytical duties such as evaluating student profiles for specific programs (e.g., limited English proficiency) by pre-screening registration materials or other materials that would identify and profile student needs.
- Performs receptionist duties. Greets visitors, staff, or students in person or over the telephone, and ascertains the nature of their business and provides standard information related to area of assignment.
- Receives applications and fees for classes, events, or services that do not require contact with financial aid, or admissions and records. Prepares class/course packets of student information to be used by instructors.
- Provides special assistance to students, including those with special needs. May introduce students to other services and college support.
- Maintains records and files of documents ensuring that they are processed and readily accessible. Compiles various reports according to well-defined operating procedures.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- Compiles statistical data, posts routine administrative or financial transactions or other data and maintains various department information on established data entry formats. Searches out information in departmental records and files.
- Arranges for, and assembles printed materials such as College and community information, news, and interest items.
- Assists with scheduling and setting up events that involve registration, arranging seating and

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multimedia equipment, and hospitality services.

- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates student and business information into computer-aided systems using established formats. May update and modify web pages as approved by the supervisor.
- Initiates requisitions by accessing on-line purchasing programs.
- Maintains confidentiality of information processed or received during the course of performing assigned duties.
- May receive, sort and distribute incoming mail. Composes routine correspondence independently as appropriate.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience

The position requires a high school diploma or the equivalent, and 2 years of general clerical, record keeping, and keyboarding experience in a customer service oriented environment.

Preferred Qualifications

- Experience working in a community college
- Experience compiling reports
- Experience posting routine administrative or financial transactions
- Experience scheduling and setting up events

Supplemental Information

Knowledge and Skills

The position requires a working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of procedures associated with processing financial transactions such as purchase orders and budget line item changes. Requires a working knowledge of personal computer-based software that support this level of work, including but not limited to word processing, spreadsheet, and software (with data entry screens) used in education. Requires sufficient arithmetic skills to compute sums and statistics. Requires sufficient skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare standardized correspondence. Requires sufficient human relations

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skills to present a positive image of the department and College, convey technical information to others, and exercise sensitivity when dealing with a diverse population.

Abilities

Requires the ability to perform in a high volume environment that may be dominated by distractions. Must be able to perform clerical and secretarial work with speed and accuracy. Must be able to learn, understand and apply College and State agency rules, regulations and policies. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to use a personal computer to produce correspondence, informational materials, and conduct basic research. Requires the ability to operate standard office equipment, maintain records and files, and compile alphanumeric information for reports. Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to maintain productive and cooperative relationships with staff, students, external organizations, and the public using sensitivity to diverse populations and courtesy.

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 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 manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Salary/Fringe Benefits

Grade 24 on District Classified Salary Schedule (\$4,470.62 - \$5,356.98 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure

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After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time, 12-calendar month classified position.

Hours of employment are: Monday thru Friday 8:00 am to 4:30 pm

Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

** Please note - the District does not provide for immigration sponsorships such as H1B Visas.

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview. It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is

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www.naces.org.

Required Documents

1. Cover Letter
2. Resume/CV
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree) OR High School Diploma

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4917907/ft-administrative-clerk-ii>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

Staff
Cerritos College

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