

**Administrative Clerk II**  
**Citrus Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=256972>

Downloaded On: Jun. 5, 2025 11:39am

Posted May 14, 2025, set to expire Jun. 10, 2025

**Job Title** Administrative Clerk II  
**Department** EOPS/CARE/CalWORKs  
**Institution** Citrus Community College  
Glendora, California

**Date Posted** May 14, 2025

**Application Deadline** 06/10/2025  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6223818>

**Apply By Email**

**Job Description**

Administrative Clerk II

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**Recruitment Start Date** 05/12/2025

**Recruitment End Date** 06/10/2025

**Open Until Filled**

**First Consideration Date**

**Salary Range** 22

**Pay Rate** \$3,727.83 - \$4,995.65 per month / \$21.51 - \$28.82 an hour

**FLSA Status** Non-Exempt

**Benefits**

**Health & Wellness**

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- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

### Work-Life Balance

- [18 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

### Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- [Longevity Salary Increases](#)
- District paid employee post-retirement medical for those who qualify

### General Description/Summary

#### POSITION SUMMARY

Performs recurring, yet technically oriented clerical, secretarial, and clerical accounting duties within a department, program, or equivalent District function. Duties will vary depending on the assignment.

#### Minimum Qualifications/Education and Experience

- A high school diploma, or the equivalent, and two years of clerical experience.

#### Preferred Qualifications

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- Previous work experience in a CalWORKs program in a higher education setting.
- Previous work experience in a program that serves students-parents.
- Proficiency in the use of Microsoft Office products.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

### **Licenses and Certificates**

### **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. May prepare handbooks 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 proficient) by pre-screening registration materials, language assessment test scores, and other materials that would identify and profile student needs.
- May schedule, coordinate, and administer tests.
- May perform receptionist duties. Greets visitors, staff or students in person or over the telephone, ascertains nature of business and provides standard information related to area of assignment. Work activities include answering all incoming phone lines of department and routing calls to appropriate extensions.
- 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 processed for ready access and 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 onto establish data entry formats. Searches out information in departmental records and files.
- 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

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information into computer-aided systems using established formats.

- May perform registration duties such as originating and preparing student transcripts and registration packets, daily schedules, newsletters and other general correspondence.
- 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.
- May participate in selecting and training student and other part time workers.
- Performs other duties as assigned that support the overall objective of the position.

### **Knowledge, Skills and Abilities**

#### **Knowledge and Skills**

- 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 and spelling, punctuation, proofreading/editing, to prepare standardized correspondence.
- Requires sufficient human relations skills to present a positive image of the District, convey technical information to others, and use patience in dealing with a diverse population.

#### **Abilities**

- Requires the ability to perform all of the duties of the position 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, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology when performing assignments.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to work cooperatively with staff, students, external organizations, and the public using patience and courtesy.

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- Requires the ability to use a personal computer to produce correspondence, informational materials, and conduct basic research.
- Requires the ability to maintain confidentiality of private and sensitive information.
- Requires the ability to perform work on varying shifts.

**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.

**Working Condition**

- Work performed indoors where minimal safety considerations exist.

**Department** EOPS/CARE/CalWORKs

**Job Category** Classified

**Assignment** Full-Time

**Percentage of Time** 100%

**Months per Year** 12 months

**Work Days per Week** M-F

**Work Schedule per Day** M-F 8:00 am - 5:00 pm

**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, 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

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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**

- 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**

- 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 deliver 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 complete a writing prompt 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 current and former employer(s) to investigate employment history.

**Quick Link** <https://employment.citruscollege.edu/postings/1208>

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**Contact Information**

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

**Contact**

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