

Administrative Clerk III (part-time)  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263273>

Downloaded On: Oct. 2, 2025 1:13am

Posted Oct. 1, 2025, set to expire Nov. 6, 2025

**Job Title** Administrative Clerk III (part-time)  
**Department** Visual and Performing Arts Department  
Administration  
**Institution** Citrus Community College  
Glendora, California

**Date Posted** Oct. 1, 2025

**Application Deadline** 11/06/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

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

**Apply Online Here** <https://apptrkr.com/6608929>

**Apply By Email**

**Job Description**

Administrative Clerk III (part-time)

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**Recruitment Start Date** 09/29/2025

**Recruitment End Date** 11/06/2025

**Open Until Filled**

**First Consideration Date**

**Salary Range** 26

**Pay Rate** \$2,056.60 - \$2,756.04 per month / \$24.21 - \$32.45 an hour

**FLSA Status** Non-Exempt

**Benefits** The District provides prorated vacation, sick leave, and holidays.

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### **General Description/Summary**

Performs a variety of complex and responsible clerical, recordkeeping, profiling, and reporting or other support. Assignments are usually in a senior role at the large department level, or equivalent size of specialized department, or educational program.

### **Minimum Qualifications/Education and Experience**

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

### **Preferred Qualifications**

- Experience working in a K-12, community college, or university environment.
- Demonstrated organizational, record-keeping, and time management skills.
- Demonstrated verbal and written communication skills.
- Proficiency in the use of Microsoft Office products with an emphasis on Excel, and strong computer skills.
- 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:

- Composes and types letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts, or verbal instructions. Prepares handbooks, schedules, brochures, and other program materials.
- Processes documents requiring knowledge of the special terminology, policies and procedures of department or area of specialized function such as contracts and vendor arrangements. Monitors budgets and contractual provisions.
- 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.
- Compiles statistical data, accounts for and posts financial transactions or other data and maintains

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various department information onto establish data entry formats. Searches out information in departmental records and files.

- Maintains financial records for a small fund or program with activities that include deposits, processing of expenditures, and documentation of inventory, preparation of accounts receivable and donation requests, and preparation of periodic financial reports.
- May schedule, coordinate, and administer tests. Scores tests with a pre-established key, maintains records of test scores, enters scores on student records and posts them or otherwise conveys information to students.
- Coordinates the workflow for a high-volume customer-service oriented office. Serves as a resource for other administrative clerks, filling in to balance workload, solving difficult transactions, and researching files and records to resolve discrepancies.
- Greets visitors, staff or students in person or over the telephone, ascertains nature of business and provides standard information related to area of assignment.
- 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.
- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats. Extracts data from existing databases and converts to other formats.
- Participates and may coordinate basic registration activities such as those used for community education, child development, or emeritus courses.
- Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Assists and otherwise coordinates programs, workshops, meetings between program staff, administrators or the general public.
- May receive, sort and distribute incoming mail.
- May participate in selecting, training and assigning work to regular staff and part time student and temporary workers.
- Performs other duties as assigned that support the overall objective of the position.

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

#### **Knowledge and Skills**

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- Requires an in-depth working knowledge of the practices and techniques used in the assigned organization unit.
- 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 the procedures used in accounting, budget, purchasing, and payroll transaction processing, and statistical record keeping.
- Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and specialized database software used in education.
- Requires business mathematics skills to compute sums and statistics.
- Requires sufficient skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare original correspondence.
- Requires sufficient human relations skills to orient and train team members, convey technical information to others, and use patience in dealing with a diverse population.

**Abilities**

- Requires the ability to perform the duties of the position efficiently and effectively, under general supervision.
- Must be able to learn, understand and apply District and state agency rules, regulations and policies. Requires the ability to prepare financial summaries.
- Requires the ability to prepare presentation quality charts, written materials, and spreadsheets.
- Requires the ability to operate standard office machines and equipment, including typewriters, switchboards, copiers, calculators, word processors, printers etc.
- Must be able to maintain records and prepare reports.
- Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and college.

**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

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operate a microcomputer and other equipment.

**Working Condition**

- Work is performed indoors where minimal safety considerations exist.

**Department** Visual and Performing Arts Department Administration

**Job Category** Classified

**Assignment** Part-Time

**Percentage of Time** 49%

**Months per Year** 12 months

**Work Days per Week** M-F

**Work Schedule per Day** M-Th 8:00 am - 12:00 pm & Friday 8:00 am - 11:30 am

**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 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.

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

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Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

### **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.

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- 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/1414>

**Contact Information**

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

**Contact**

Visual and Performing Arts Department  
Administration  
Citrus Community College

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