

Administrative Clerk I (part-time)
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263903>

Downloaded On: Nov. 3, 2025 9:23pm

Posted Oct. 14, 2025, set to expire Nov. 15, 2025

Job Title Administrative Clerk I (part-time)
Department Career Technical Education
Institution Citrus Community College
Glendora, California

Date Posted Oct. 14, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6640217>

Apply By Email

Job Description

Administrative Clerk I (part-time)

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Recruitment Start Date 10/10/2025

Recruitment End Date 11/18/2025

Open Until Filled

First Consideration Date

Salary Range 19

Pay Rate \$1,730.15 - \$2,318.56 per month / \$20.37 - \$27.30 an hour

FLSA Status Non-Exempt

Benefits

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

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General Description/Summary

POSITION SUMMARY

Performs general office clerical support, data entry, and reception duties, usually following well-established policies, procedures, and methods. Assignments can be in instructional or administrative areas where there is usually other more senior level administrative support positions to provide guidance, partial leadership, and prioritize specific work assignments.

Minimum Qualifications/Education and Experience

- A high school diploma, or the equivalent, and one year of clerical experience.

Preferred Qualifications

- Experience using Banner or Colleague, or similar ERP systems.
- Two (2) years of clerical experience in an institution of higher education.
- 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

General Clerical Support

Incumbents are expected to perform all of the following, although some assignments may only involve a portion of the following or have varying emphasis, depending on the needs of the assigned work area.

- Types (keyboards) from copy or standing instructions, forms, memoranda, routine correspondence, and structured reports using established formats.
- Enters data onto established data entry screens of business and academic transactions (e.g., student and program information, deliveries, purchase orders, printing orders, forms, etc.).
- Processes routine business and/or student transactions such as, but not limited to invoices and fee-based enrollment and registration forms. May receive and account for money paid for items such as, but not limited to fees, instructional materials, and permits.
- Answers a multi-line telephone for a work team and serves as receptionist to serve customers.

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Answers common inquiries, makes appointments, provides basic information about programs and procedures, and refers calls to others within the assigned area.

- Greets visitors, determines their needs, then either routes them to the appropriate person or service or personally completes the request or transaction.
- Sets up and maintains files using established formats. Assembles, collates, and prepares materials for distribution. Files and posts information and documents to records.
- Orders, receives, shelves and distributes office supplies and materials.
- May deliver and pick up a variety of mail, forms, and materials from staff, students, or the other departments. Sorts and distributes mail.
- Prepares documents and information packets from established formats such as those used by faculty, and routine communications for administrative purposes.
- Compiles information onto established formats and maintains a variety of records to support regularly recurring reports that are prepared for administration and external agencies.
- Contacts other departments and outside agencies to locate information and/or services not provided by, yet used by the department.
- May schedule counselor appointments using counselor scheduling system.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge, Skills and Abilities

Knowledge and Skills

- Requires a basic knowledge of modern office practices, procedures, and equipment including receptionist and telephone techniques and etiquette.
- Requires basic knowledge and understanding of methods and procedures used in alpha-numeric filing and recordkeeping.
- Requires basic knowledge of data entry techniques.
- Requires a working knowledge in the use of common personal computer-based office productivity software such as word processing, spreadsheets, and intranet.
- Requires sufficient arithmetic skills to perform columnar calculations, decimals, fractions, etc.
- Requires sufficient knowledge of English language, grammar, spelling, and punctuation to prepare routine correspondence and internal memoranda.
- Requires sufficient human relation skills to greet and work cooperatively with others, inside and outside the department.

Abilities

- Requires the ability to perform the duties of the position under general supervision.

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- Requires the ability to learn, understand and apply District rules, policies, procedures, and terminology used in the department of assignment.
 - Requires the ability to use a personal computer for data entry, word processing, spreadsheets, and intranet.
 - Requires the ability to operate standard office machines.
 - Must be able to maintain record files and compile routine information used for reports on pre-determined formats.
 - Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and the District.
- Requires the ability to work varying shifts.

Physical Abilities

- Must be able to function indoors engaged in work of primarily a sedentary nature.
- Use near vision to write and to read printed materials and computer screens.
- Use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment.
- Ambulatory ability to sit, often for long periods of time, move about campus locations, and to reach work materials.
- Use 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 Career Technical Education

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-F, not to exceed 19.5 hrs per week

Work Shift Days

Bargaining Unit Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

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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.

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

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- 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/1259>

Contact Information

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

Contact

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