

PERALTA COMMUNITY COLLEGE DISTRICT - January, 1982

CLASSIFIED JOB DESCRIPTION

**CLERICAL ASSISTANT II
(SEIU Local 1021 Salary Range 13)
Job Code: 024**

CLASS PURPOSE

Under general supervision the Clerical Assistant II performs a variety of general office clerical and reception duties.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Performs a wide variety of clerical work including typing, proofreading, filing, and posting information on records
- Acts as a receptionist, answering the telephone and assisting students, faculty, or the general public, providing information or assistance as required
- Types letters, memorandums, purchase orders, ditto masters, curriculum outlines, or other material, from oral direction, rough draft, copy, notes, or transcribing machine recordings
- Prepares offset and ditto masters and mimeograph stencils
- Collects and accounts for money received
- Maintains simple budgetary control records for department to which assigned
- Operates a variety of office equipment
- Schedules students for testing and counseling
- Corrects and scores a variety of occupational tests
- Prepares basic statistical reports
- Assembles, collates, and staples materials
- Organizes and types campus crime reports
- Maintains records of issuance and return of campus keys

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- Maintains departmental attendance records
- Sorts and files documents and records according to predetermined classifications, maintaining alphabetical, index, and cross-reference files
- Performs arithmetical calculations
- Mails out letters, forms, and applications
- Receives, sorts, and distributes incoming and outgoing mail
- Assists in ordering and maintaining adequate stocks of office supplies
- Assists in interviewing new and renewal applicants for financial aid
- Provides students with applications, pertinent information for completion, and assistance in completing application and other forms
- Assists students in calculating their budget
- Reviews applications for completeness
- Provides student with information regarding registration, admission, and courses offered
- Instructs students in correct procedures for completing application forms, registration forms, and other forms such as add/drop cards, withdrawal card, petitions, and change of program cards
- Reviews and checks completed forms for accuracy
- Operates Telephone Console
- Maintains record of calls
- Operates CRT in the entry and retrieval of information
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. One (1) year of experience in general office clerical experience; or an equivalent combination of training, education and qualifying experience which demonstrates the knowledge, skills and abilities to perform the duties of the position.
2. Knowledge of, and proficiency in, the operation and use of personal computers utilizing word processing.
3. Ability to type accurately from clear copy.
4. Knowledge of English usage, spelling, grammar and punctuation, basic arithmetic, filing and record-keeping procedures, and receptionist and telephone techniques.
5. Ability to work with speed and accuracy; work cooperatively with others and greet staff and visitors with courtesy and tact.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - English usage, spelling, grammar, and punctuation
 - Basic arithmetic, filing, and record keeping procedures
 - Receptionist and telephone techniques
 - Operation of standard office equipment

- Ability to:
 - Perform routine clerical work including the ability to spell correctly, use good English, and make basic arithmetical calculations
 - Learn to operate office appliances
 - Learn office methods, rules, and policies
 - Understand and carry out oral and written directions
 - Work cooperatively with others and meet the public with courtesy and tact
 - Read and write at the level required for successful job performance
 - Perform clerical work of average difficulty without close supervision
 - Analyze situations accurately and adopt an effective course of action

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech

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- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A