

PERALTA COMMUNITY COLLEGE DISTRICT – April 3, 2013

CLASSIFIED JOB DESCRIPTION

**PRINCIPAL CLERK
(SEIU Local 1021 Salary Range 36)
Job Code: 021**

CLASS PURPOSE

Under general supervision, performs a variety of complex clerical general office duties in the Department of General Services or in a College Business Office.

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.

(Physical Plant)

- Performs a variety of complex clerical and general office duties;
- Acts as receptionist;
- Receives work orders verbally, via telephone, voicemail, email, or Maint Star Program;
- Relays work order information pertaining to maintenance and grounds staff via mobile radio unit for handling repairs to equipment and buildings, emergencies and safety issues; inputs work orders in the Maint Star Program and closes out work order when work has been completed;
- Obtains budget coding for work orders;
- Makes appointments for engineers with vendors;
- Contacts vendors for price quotes as needed;
- Receives invoices and checks for discrepancies and contacts vendor regarding discrepancies;
- Processes requisitions;
- Codes invoices; opens, sorts and distributes mail;
- Sorts and checks utility bills by campus, obtains approval and routes for payment;
- Maintains log of attendance and overtime;

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- Collects leave forms and time sheets, codes time sheets and obtains manager's approval and forwards to payroll department for processing;
- Takes notes at maintenance staff meetings;
- Electronically prepares personnel action and leave forms;
- Types memos, correspondence, lists and forms;
- Orders office supplies;
- Prepares basic periodic reports;
- Maintains department files;
- Maintains adequate supply of forms;
- Issues access parking permits to contractors;
- Maintains gasoline card file;
- Maintains conference room calendar;
- Maintains security of key cabinet;
- May train and supervise student employees as needed;
- Performs other related duties as assigned.

(College Business Office)

- Performs a variety of complex clerical and general office duties; acts as receptionist for the business office;
- Handles and maintains records for supplies and equipment requests;
- Types requisitions and memorandums; copies and files for the Business and Administrative Services Manager;
- Stamps and distributes office mail;
- Assists students with tuition, holds and record problems;
- Maintains records of past due promissory notes and payments;
- Maintains faxes and printers in working condition;
- Coordinates and prioritizes work orders for repairs on campus and routes accordingly;
- Publishes approved campus parking rules and information;
- Compiles and prepares travel dates and reports;
- Checks timesheets for accuracy and completeness; resolves problems with District Payroll Office;
- Reviews personnel actions for accuracy and completeness; maintains personnel action database and logs and routes as necessary.

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- Coordinates the issuing of access cards; reviews alarm reports to reduce number of alarms; keeps log of signed out and returned access cards;
- Issues approved keys; maintains computerized key records; coordinates college keys; keeps file of police reports to replace lost keys;
- Works closely with the District maintenance department regarding processing work orders and taking request over the telephone regarding repairs to equipment and buildings. Obtains budget coding for work orders. Notifies maintenance of repairs to be done; reports to maintenance structural and nonstructural problems (internally and externally), heating problems, fire extinguisher malfunctions, alarm system problems; arranges pickup of waste materials; obtains cost estimates from vendors regarding repairs, installation of carpets, drapes, windows and door hardware.
- Obtains budget coding for work orders;
- Processes requisitions;
- Orders office supplies;
- Prepares basic periodic reports;
- Maintains conference room calendar;
- May train and supervise student employees as needed;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Three (3) years of clerical and technical experience in general office work; or an equivalent combination of training, education and experience that could likely provide the stated knowledge and abilities.
2. Possess demonstrated proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite: MS Word, Excel and Access), the Internet browser, websites and E-mail.
3. Knowledge of correct English usage, grammar, spelling and punctuation.
4. Ability to type from clear copy with speed and accuracy.
5. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- Ability to perform a variety of difficult, technical and clerical work related to the physical plant area.
- Ability to establish and maintain cooperative relationships with those contacted in the course of work.

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ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people
- Flexibility or ability to respond to multiple demands

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

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: N/A