

Position:	Administration Clerk	Position Control:	
Department:	Human Resources	Position Class:	
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Associate Vice President of Human Resources	Salary Range:	13
Next Level Supervisor:	--	Hours per week:	19
Educ. Admin.:	Superintendent/President	Months per year:	12
Date Established:		FLSA Status:	Non-Exempt

### **DEFINITION**

Under general supervision, operates the college switchboard, processes and distributes campus mail; performs a variety of receptionist and specialized clerical tasks in support of the Human Resources Department and other related work as assigned.

### **REPRESENTATIVE DUTIES**

*The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

Provide information and assistance to faculty, staff, students and the community regarding general campus, human resources, policies and procedures.

Serve as a receptionist for the general campus and Human Resources department; answers the District switchboard; provides information and assistance to callers, take messages and/or route calls to appropriate personnel. Greet and assist visitors.

Maintain various district-wide lists and schedules, such as meeting and room reservation calendar, phone list, committee list, etc.

Perform a variety of routine clerical duties as necessary to the Human Resources Department, including but not limited to copying and filing documents, faxing information, metering and distributing campus mail; processing human resources daily mail, ordering and maintaining office supplies, picking up and delivering documents and supplies, etc.

Assist in the maintenance and retention of official confidential district records.

Assist in planning and implementing recruitment activities and maintenance of related confidential records.

Assist in the maintenance of official job descriptions.

Process, prepare, file and/or distribute various forms, records and reports related to the Human Resources Department functions.

Review and proofread incoming and outgoing documents for completeness and compliance with policies and procedures.

## **REPRESENTATIVE DUTIES, continued**

Assist in the development and revision of standard forms and flyers.

Perform data entry to record, archive and retrieve department information and to prepare documents.

Assist in processes related to conditions of employment and continued employment, such as assignments, benefit and retirement administration, payroll, TB testing and performance evaluations.

Attend meetings as assigned and provide administrative staff support, including taking notes and preparing minutes.

Other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications**

Education: High school diploma or equivalent.

Experience: Two (2) years of increasingly responsible clerical experience which includes assisting the public and utilizing computer skills in word processing, spreadsheet, desktop publishing and database areas. Knowledge of office methods, operation of standard office machines, good English usage and correct telephone techniques. Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students; and of staff and students with physical and learning disabilities.

### **Desirable Qualifications**

Associate degree or equivalent.

Banner experience.

Clerical experience in an educational and/or human resources setting.

Bilingual: Spanish/English.

### **Personal**

Ability to independently plan and organize diverse work assignments.

Ability to establish and maintain cooperative working relationships with those contacted in the performance of duties.

Carry out oral and written directions.

Communicate effectively orally and in writing.

Detail oriented.

Be a team player in a busy educational environment with an emphasis on student success and public service.

Customer service oriented.

Flexible in assuming other assignments as the need arises.

### **Knowledge of**

Effective methods of working with the public.  
Effective written and oral skills.  
General office processes and procedures such as filing and record keeping.  
Computer applications such as Word, Excel, e-mail and internet browsers.  
Basic filing methods.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Data entry and record keeping methods.

### **Ability to**

Maintain records and reports in a neat and accurate manner.  
Learn West Kern Community College personnel, benefit, and payroll policies and procedures.  
Communicate effectively orally and in writing, manage time sensitive tasks and maintain confidentiality.  
Understand and work within the scope of authority.  
Work independently as assigned.  
Organize and maintain documents and records for current and historical purposes.  
Operate a calculator, computer and related office equipment.  
Meet schedules and time lines.  
Plan and organize work.  
To enter and retrieve data accurately and in a timely manner.  
Interpret and apply applicable rules and regulations.  
Carry out oral and written directions.  
Work confidentially with discretion on sensitive and private information applicable to employees and employment candidates.  
Sit for extended periods of time.

### **WORKING CONDITIONS**

Assignments are typically 19 hours per week and 12 months per year. May require over-time, holiday or weekend work to meet deadlines. Work is generally performed indoors but may involve traveling to district or county offices to complete assignments or for research, workshops, training or meetings.

### **Physical Requirements**

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Ability to lift and carry 25 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

*Reasonable accommodations will be made for candidates and employees with physical disabilities.*

### **Environment**

Busy human resources office operation on a community college campus with an emphasis in student success and public service.

**SUPERVISION**

Supervision is received from the Associate Vice President of Human Resources. No supervision is exercised. May take work directions from Human Resources Specialist on projects as assigned or may also give work direction on projects as assigned.

**PAY RANGE**

Range 13 on the Classified Employees Salary Schedule/Non-Exempt.

Board of Trustees Approval/Revision Date: