



**TAFTCOLLEGE**

WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Classified Employment Opportunity

Application Deadline: Thursday, June 29, 2017 @ 4:00 p.m.

### Administration Clerk

Classified Salary Schedule Range 13 ~ \$16.21 – \$20.69 per hour in six steps.

Summer hours for this position are 7:00 a.m. – 12:00 noon Monday through Thursday.

Fall hours will be 7:30 a.m. – 12 noon Monday through Friday beginning August 14, 2017.

#### GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California’s central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College’s Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 62 full-time faculty, 80 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

#### 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 Human Resources Department and other related work assigned.

#### REPRESENTATIVE DUTIES

*Please refer to the Taft College website to view the complete position job description.*

*The following duties are typical of those performed by employees in the classification, however, employee 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.

#### Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

**Application materials are available in the HR Department, on our website under Jobs and EdJoin.**

**Website:**

[www.taftcollege.edu](http://www.taftcollege.edu)

[www.edjoin.org](http://www.edjoin.org)

**Human Resources Department**

**Summer Hours:**

Monday-Thursday

7:00 a.m. – 5:00 p.m.

Friday

Closed

## **REPRESENTATIVE DUTIES, CONTINUED**

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.

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.

## **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.

## **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.*

## **PAY RANGE**

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

## **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.

## **HOURS & TERMS OF EMPLOYMENT**

Assignments are usually 19 hours per week and 12 months per year. The hours for this position are typically during the morning, but subject to change due to department need. 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.

## **CONDITIONS OF EMPLOYMENT**

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. A current CA driver license is required. Taft College reserves the right to modify or rescind this job announcement at any time.

## **APPLICATION PROCEDURE**

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District classified application or online Edjoin application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

Application forms may be obtained from [www.taftcollege.edu](http://www.taftcollege.edu).

Send all application materials to:

Taft College  
Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

Classified online application submission: [www.edjoin.org](http://www.edjoin.org)

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

## **APPLICATION DEADLINE**

**Application materials must be in the Human Resources Department no later than 4:00 p.m. on Thursday, June 29, 2017.** It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

## **INTERVIEW**

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

## **MISSION STATEMENT**

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

*Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*