



TAFT COLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Classified Employment Opportunity

Application Deadline: Tuesday, February 20, 2018 @ 4:00 p.m.

DSPS Technician

Classified Salary Schedule Range 15 ~ \$17.30 - \$22.07 per hour in six steps.

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 60 full-time faculty, 90 adjunct faculty, 137 classified staff, 24 classified administrators and 7 certificated administrators.

DEFINITION

Under general supervision, performs a variety of specialized clerical duties in support of the DSPS program; assists students through the process and with eligibility requirements, and performs related work as required.

REPRESENTATIVE DUTIES

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.

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

www.edjoin.org

Human Resources Department Hours

Monday - Friday

8:00 a.m. - 4:30 p.m.

REPRESENTATIVE DUTIES CONTINUED

- Greet, inform and assist students with DSPS forms, policies and procedures;
- Perform clerical duties; assist with departmental budget; records and reports;
- Contact students to schedule appointments and reminders to students that miss scheduled appointments;
- Oversee the collection and reporting of data for required reports including assignment of qualifying disability and attribute, student contacts;
- Prepare various documents, as needed, for annual reports;
- Assist with organization, confidentiality and accuracy of student files;
- Assist with ordering department supplies, including completion of purchase orders;
- Monitor High Tech Lab and assist students with needs regarding equipment and supplies in the lab;
- Manage DSPS equipment loan process and procedures;
- Assist DSPS faculty and staff with maintaining equipment and electronic media;
- Interact and obtain reports from other Taft College department personnel;
- Assist with training DSPS student workers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

An applicant can meet minimum qualifications in one of two ways as listed below:

- (1) High school diploma or equivalent and four (4) years of clerical experience using modern office technology including proficiency with database, spreadsheet and word processing software such as Microsoft Access, Excel and Word
- (2) Associate degree or equivalent and two (2) years of clerical experience using modern office technology including proficiency with database, spreadsheet and word processing software such as Microsoft Access, Excel and Word

DESIRABLE QUALIFICATIONS

- Bilingual: Spanish/English
- Experience working with SCT Banner

PHYSICAL REQUIREMENTS

1. Ability to read documents and computer terminal displays.
2. Ability 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 15 on the Classified Employees Salary Schedule/Non-Exempt.

SUPERVISION

Direct supervision is received from the DSPS Coordinator. This position has no supervisory responsibilities. May take or give work direction on projects as assigned.

HOURS & TERMS OF EMPLOYMENT

Assignments are typically 19 hours per week and 12 months per year. May require extra hours, 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.

Send all application materials to:

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

Classified online application submission: 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 Tuesday, February 20, 2018. 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.