



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: Thursday, February 15, 2018 @ 4:00 p.m.

Dental Hygiene Office Technician

Classified Salary Schedule Range 20 ~ \$3,392.00 - \$4,329.00 per month in six steps.

The District provided health and welfare benefits, valued at \$19,530.96 for 2017-18 includes medical, dental, and vision for the employee and dependents, and life insurance for the employee.

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 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

DEFINITION

Under general supervision, performs a variety of routine, technical, specialized and complex secretarial and clerical duties such as record keeping, financial accounting, assisting in budget preparation and maintenance, maintaining confidential information, assists director with completing state reports, assists in program application process and estimating program fees, overseeing daily office operations. Performs related duties as assigned.

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

Performs a variety of complex secretarial and clerical duties such as data entry, maintaining records, bills payable, filing, processing and distributing mail and ordering, maintaining office supplies, and maintenance of office equipment.

Assists Director in the preparation and maintenance of program budgets.

Maintains confidential data files for program.

Assists Director in confidential student, staff and/or program related matters.

Provides information and assistance to callers, takes messages and/or routes to appropriate personnel.

Greets and assists visitors.

Provides information and assistance to faculty, staff, students and the public regarding the program.

Develops and maintains standard program documents such as forms, flyers, program and curriculum review documents and policies and procedures.

Maintains, tracks and reports all faculty and staff time, attendance and instructional load records.

Compiles student monthly attendance data, payments and expenditures to complete reports.

Attends meetings as assigned and provides administrative staff support, including taking notes and provide and maintain minutes and agendas for weekly staff meetings.

Assists in preparation of and submits data to the state and federal agencies in order to maintain licensure, certifications and accreditation.

Assists Math and Science Academic Advisor with new student application and selection process.

Contacts successful student applicants and maintain alternate student list.

Assists students in navigating college procedures.

Coordinates with faculty and Bookstore Manager to confirm textbook additions and revisions.

Assists in coordination of the graduation ceremony.

Assists with updating program application and information packet annually.

Assists Director with preparation of accreditation documents.

Creates and tracks purchase orders.

Provides clerical and computer support to faculty, students, and staff.

Attends career days/fairs to promote the program.

Supervises the work of the student worker.

Remains current in clinic policies and procedures to cover in the absence of the Clinic Technician.

Performs other related duties as requested or assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and three (3) years of front office dental experience or related administrative assistant experience.

Desirable Qualifications:

Associates Degree or equivalent

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 20 on the Classified Employees Salary Schedule/Non-Exempt.

SUPERVISION

Direct Supervision is received from the Director of Dental Hygiene. Work direction may be given to student workers. May take or give work direction on projects as assigned.

HOURS & TERMS OF EMPLOYMENT

Assignments are typically 40 hours per week and 12 months per year with an alternative work schedule. May require extra hours, holiday or weekend work throughout the year. 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 Thursday, February 15, 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.