



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Clerical Asst I Short Term Hourly

SALARY: \$16.31 Hourly

DEPARTMENT: Human Resources

OPENING DATE: 05/28/20

CLOSING DATE: Continuous

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Monday – Thursday: 7:30 am – 6:00 pm Friday: 7:30 am-11:30 am (Exact work schedule to be determined by supervisor based on department needs and college hours of operation.) Temporary employees may only work up to 25 hours a week (not to exceed 100 hours per month), total not to exceed 999 hours for a total of 100 days. (Days are counted regardless of # of hours worked per day)

Establishing a Pool

Cover Letter, Resume, Typing Certificate

DESCRIPTION:

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine typing, filing, copying and general clerical activities in support of a program or District function. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES:

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Performs routine filing, copying and typing assignments from detailed copy; proofreads completed typing assignments. (E)
- Duplicates items; collates, staples and stacks materials per instructions; packages completed copies for administrative and classroom use. (E)
- Maintains records, inventories, indexes and cross references files; sorts, classifies and files documents as directed. (E)
- Receives visitors; answers telephone and refers telephone calls and visitors to appropriate personnel; answers routine questions according to established guidelines. (E)
- Receives and makes telephone calls as directed; takes and relays messages. (E)
- Receives, sorts and distributes incoming and outgoing mail. (E)
- Assures the timely distribution and receipt of a variety of records, reports and bulletins as directed. (E)
- Operates a variety of office equipment, such as typewriter, calculator and copy machine. (E)
- Receives, records monies received; records fundraising related transactions to accounting. (E)
- Prepares instructors materials as directed; order supplies when needed. (E)
- Performs other related duties as may be assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school or G.E.D. equivalent.

KNOWLEDGE OF:

- Basic record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Basic math.
- Operation of office machines including computer equipment and applicable software.

ABILITY TO:

- Learn modern office practices, procedures and equipment.
- Perform clerical duties such as filing, duplications, typing and maintaining routine records.
- Operate a computer terminal, copier, typewriter and adding machine.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Learn office procedures, rules and methods.
- **Type at 40 words net per minute.**
- Work cooperatively with others.
- Communicate effectively both orally and in writing.

OTHER INFORMATION:**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable – no permanent full-time staff to supervise.

CONTACTS:

Co-workers, mailroom, cashier's office, security, students, clients, and the general public.

PHYSICAL EFFORT:

- Requires the ability to exert some physical effort, such as walking, standing and light lifting
- Dexterity in the use of fingers, limbs and body in the operation of office equipment.
- Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Normal office environment.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.avc.edu>

3041 West Avenue K
Lancaster, CA 93536
(661) 722-6300
(661) 722-6311

<http://www.schooljobs.com/careers/avc>

Position #RN19-80
CLERICAL ASST I SHORT TERM HOURLY
AP