



ANTELOPE VALLEY COLLEGE  
Office of Human Resources & Employee Relations

**Hourly Clerical Pool**

**Deadline: On-going**

**To keep current information on file, please re-submit updated application every six months**

The pool will provide applicants for **hourly, on-call, and as needed** clerical positions.

**A completed application package must include:**

- 1. Hourly Clerical Pool application**
- 2. Résumé**
- 3. Original** proof of typing skill (must indicate *net* words per minute) as required for each Clerical Assistant and Secretary position. (see below) **Verification must be valid within past 12 months** (verification of typing speed may be obtained from temporary employment agencies; verification from school districts or other agencies is acceptable so long as it appears on agency/company letterhead)

**Minimum Qualifications**

**Clerk I (\$12.00/hr.)**

Graduation from high school.  
Type **40** net words per minute.

**Clerk II (\$13.00/hr.)**

Graduation from high school and one year of clerical experience.  
Type **45** net words per minute.

**Clerk III (\$14.00/hr.)**

Graduation from high school, including or supplemented by office practices courses and two years of increasingly responsible clerical experience.  
Type **50** net words per minute.

**Office Assistant (\$15.00/hr.)**

Graduation from high school supplemented by college-level course work in business, secretarial science or related field and two years of responsible secretarial and clerical experience.  
Type **50** net words per minute.

**Please be sure all areas of your application are completed, including your availability, and do not refer to “see resume.” Any materials other than those listed above will not be included with your application.**