



RN17-120

Office of Human Resources & Employee Relations
ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Clerical Assistant II (Business Services/Purchasing) Full time, 12 months
Monday – Thursday: 8:00am – 5:30pm
Fridays: 7:30am – 11:30am
(Hours not to exceed 40 hrs per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

SALARY: Range 9, \$3,027.30/mo. + benefits

DEADLINE: July 3, 2018
START DATE: TBD

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a special program or district function. Performs other related duties as may be assigned.

DISTINGUISHING CHARACTERISTICS:

The Clerical Assistant II class provides a variety of clerical support to other clerical or secretarial staff and performs some assignments independently. Incumbents in the Clerical Assistant I classification perform routine and repetitive general clerical duties requiring no previous experience. Duties are performed with brief instructions and under close supervision. The Clerical Assistant III performs specialized clerical duties or provides sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned to provide work direction to the more junior classes.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Provides information pertaining to services of the department and the college, its procedures and regulations, collects and accounts for monies and fees as assigned and maintains accounting of those monies and fees (E)
- Provides a variety of departmental counter services providing information to students, and the general public regarding the rules and regulation of the department, how to complete forms, where to get information (E)
- Takes meeting notes and draft minutes for various committees; types and proofreads correspondence, memoranda, bulletins, reports, schedules, agendas, lists, examinations, forms, labels or other materials from straight copy, rough draft, notes or transcription equipment (E)
- Maintains a variety of logs, records and files related to assigned office; sort, classify and file materials in alpha, numeric or other established sequences (E)
- Distributes various forms and provide information and assistance to students, the public and staff in an accurate and timely manner (E)
- Perform a variety of duties including receptionist duties and answer telephones; taking and relaying messages; greeting students and the public and providing routine information; directs inquiries to the appropriate person or office; makes telephone calls to request, provide or verify information as directed (E)
- Operates a variety of office equipment, such as typewriter, calculator and copy machine; operates computer equipment to enter and retrieves data, maintain records and generates reports (E)

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

REPRESENTATIVE DUTIES: (Continued)

- Maintains supplies and materials inventory of assigned area as required; orders, receives and distributes materials, equipment and supplies as directed (E)
- Assures the timely duplication and distribution of a variety of records, reports and other materials as directed (E)
- Performs variety of clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources, entering and retrieving data from computer following established formats; schedules and attends meetings (E)
- Types and performs other clerical duties for the assigned supervisor, and other staff members as directed (E)
- Schedules appointments and meetings; maintains various schedules and calendars; coordinates variety of event activities including scheduling, logistics, invitations, RSVP's, follow up, and requesting equipment (E)
- Sorts and distributes incoming U.S. and District mail and Fed-Ex; prepares and mails departmental mailings, including meetings packets, and invitations (E)
- Coordinates, edits, maintains schedules and departmental assignments (E)
- May provide work direction to student and hourly workers, and volunteers if assigned
- Performs other related duties as may be assigned

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and one year of clerical experience generally related to the duties and responsibilities of the class.

KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone techniques and etiquette
- Interpersonal skills using tact, patience and courtesy
- Office machines including computers and applicable software

ABILITY TO:

- Perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a special program or District function
- Learn and apply laws, rules, regulations involved in assigned clerical activities Add, subtract, multiply and divide quickly and accurately
- Understand and follow oral and written directions
- **Type at 45 words net per minute from clear copy**
- Operate a variety of office equipment including computer, calculator, copier and typewriter
- Operate a computer terminal to enter data, maintain records and generate reports
- Meet schedules and time lines
- Maintain records and prepare reports
- Answer telephones and greet the public courteously
- Communicate effectively both orally and in writing
- Work cooperatively with others
- Work under pressure with frequently changing deadlines
- Work evenings and weekends upon request.
- Work independently and follow through on assignments with minimal direction
- Apply discretion in dealing with confidential matters
- Collect and relay information accurately and with diplomacy

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, students, other departmental personnel, vendors, contractors, and the general public.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting, bending at the waist, kneeling or crouching to retrieve and maintain files

Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.

WORKING CONDITIONS:

Normal office environment, subject to interruptions

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Mon-Thurs 7:30am-6:00pm and Fri 7:30am-11:30am.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College classified application
2. Cover letter addressing your interest and qualifications
3. Résumé
4. *Original typing certificate (net 45 wpm)
 - * Certificates of typing speed must be valid within the past 12 months.
 - * Verification on employer letterhead will also be accepted.

The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311
Voice/Relay (661)722-6300 ext. 6360

Office hours: Monday-Thursday (7:30am – 6:00pm)
Friday (7:30am – 11:30am)

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. Meeting minimum requirements does not assure the applicant of an interview. Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.