

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Clerical Assistant/Instructional

Unit: Office Technical

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Job Code: J1086
Original Date: 01/1991
Last Revision: 02/2018
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 13

DEFINITION

Under the direction of an assigned supervisor or manager, perform general clerical and typing work for instructional programs.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are distinguished from Clerical Assistant positions in that the Clerical Assistant/Instructional works within instructional program procedures, is expected to perform a wide variety of typing and general clerical duties with only occasional instruction or assistance, must have the ability to choose among a limited number of alternatives in solving routine problems, and has frequent contacts with students, staff, and the public in answering a variety of procedural questions or giving out information from established records.

EXAMPLE OF DUTIES

1. Assist instructors with clerical needs, such as keeping attendance, answering phones, maintaining office supplies, and completing forms and records.
2. Perform a wide variety of clerical work, including typing, proofreading, filing, verifying, and posting information on records.
3. Greet visitors; answer telephones; schedule appointments; provide technical information and assistance to students, faculty, and the general public; assist outside agencies with student inquiries, attendance reports, and course completion.
4. Instruct students in proper procedures for completion of applications and forms; explain requirements and prerequisites; review completed forms for completeness and accuracy.
5. Operate a variety of office machines and equipment, including computer hardware and software; develop, design, and organize office forms, department schedules, and other required forms.
6. Type letters, memoranda, purchase orders, instructional materials, curriculum outlines, reports, and other materials from oral dictation, rough draft, copy, or notes.
7. Prepare and maintain records and reports; compile requested information and prepare basic statistical reports.
8. Modify, adjust, correct, or update data information systems; generate data, summaries, and reports; edit and code documents for computer entry.
9. Assist in ordering and maintaining adequate stock of office supplies.
10. Assemble, duplicate, collate, staple, and distribute materials; maintain a variety of records and files.
11. Receive, sort, and distribute incoming and outgoing mail; mail letters, forms, and applications.
12. Train and provide work direction to students and hourly help on temporary basis.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Computer applications, including work processing, spreadsheets, and databases.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Filing and record keeping techniques.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communications skills.
Record-keeping techniques.
Telephone etiquette and procedures.

Skills and Abilities:

Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Learn quickly and apply rules, policies, and procedures for the specific office or program to which assigned.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet the public with courtesy and tact.
Operate a variety of office machines and equipment, including computer hardware and software.
Perform clerical work independently with little supervision.
Plan and organize work to meet schedules and deadlines.
Train and provide work direction to work study students and hourly employees.
Type/keyboard at 45 words per minute.
Understand and follow oral and written directions.
Use computer applications, including word processing, spreadsheets, and databases.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and one year of clerical experience.

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Favorable, usually involves an instructional program office.