

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Clerical Assistant

Unit: Office Technical

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Job Code: J1038
Original Date: 01/1991
Last Revision: 10/2016
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 of average difficulty.

DISTINGUISHING CHARACTERISTICS

This is the experienced level class in the clerical series. Positions in this classification work within a framework of established procedures and perform a wide variety of typing and general clerical duties with only occasional instruction or assistance. Incumbents must have the ability to choose from among a limited number of alternatives in solving routine problems. They have 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. Perform a wide variety of clerical work, including, typing, proofreading, filing, verifying, and posting information on records.
2. Greet visitors; answer telephones; schedule appointments; provide information and assistance to students, faculty, and the general public.
3. Operate a variety of office machines and equipment, including computer hardware and software.
4. Type letters, memoranda, purchase orders, instructional materials, curriculum outlines, reports, and other materials from oral direction, rough draft, copy, or notes.
5. Prepare and maintain records and reports; compile requested information and prepare basic statistical reports.
6. Modify, adjust, correct, or update data information systems; generate data, summaries, and reports; edit and code documents for computer entry.
7. Assist in ordering and maintaining adequate stock of office supplies.
8. Assemble, duplicate, collate, staple, and distribute materials; maintain a variety of records and files.
9. Receive, sort, and distribute incoming and outgoing mail; mail letters, forms, and applications.
10. Train and provide work direction to students and hourly help on a temporary basis.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Computer applications, including word processing, spreadsheets, and databases.
- Correct English usage, spelling, grammar, and punctuation.
- 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 of 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 of average difficulty without close supervision.
- 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 general clerical and typing/keyboarding experience.

WORKING CONDITIONS

Physical Requirements:

- Category III, usually minimum requirements.

Environment:

- Favorable, usually involves an office.