

San Diego Community College District

NANC JOB DESCRIPTION

Title: Communications Assistant

Unit: Non-Academic/Non-Classified Service

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Job Code: N1170

Original Date: 06/2016

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of the Police Communications Supervisor, perform a variety of clerical and technical duties related to routine and emergency police and security services.

DESIRABLE QUALIFICATIONS:

Knowledge of modern office practices, procedures, and equipment, including computer hardware and software; and record-keeping techniques. Ability to perform clerical work of average difficulty; operate computers and business-related software, including word processing, spreadsheets, and databases; type/keyboard at a moderate rate of speed; understand and follow oral and written directions; communicate effectively both orally and in writing; establish and maintain effective working relationships. Clerical experience is required.

TYPICAL DUTIES INCLUDE:

- Type reports, correspondence, and other material.
- Check and review data for completeness and conformance with established regulations and procedures.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons.
- Operate standard office machines and equipment, including computers to enter and extract information and data.
- Explain District policies, regulations, and procedures.
- Receive, open, sort, and route mail.
- Manage calendars and set appointments.
- Duplicate, assemble, collate, and staple materials.
- Maintain files and records.