

# 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:** 06/1992  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 13

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### **DEFINITION**

Under the direction of an assigned supervisor, 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 an 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 equipment, including personal computers; operate PC to 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, notes, or transcribing machine recordings.
7. Prepare offset ditto masters and reports; duplicate quantities of materials as requested.
8. Prepare and maintain records and reports; compile requested information and prepare basic statistical reports.
9. Operate computer to modify, adjust, correct or update data information systems, generate data, summaries and reports; edit and code documents for computer entry.
10. Make minor repairs on video machine and cassette tape recorders (such as removal of stuck tape, tightening screws, or changing cartridge on turntables).
11. Maintain equipment by periodically taking time to inform students and instructors regarding care to be taken with all audio equipment.
12. Assist in ordering and maintaining adequate stock of office supplies.

13. Assemble, collate and staple materials; maintain files.
14. Receive, sort and distribute incoming and outgoing mail; mail letters, forms and applications.
15. Train and provide work direction to students and hourly help on temporary basis.
16. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

Thorough knowledge of microcomputer hardware, software and changing technology.  
Working knowledge of current software being taught.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
English usage, grammar, spelling, punctuation and vocabulary.  
Reading and writing communications skills.  
District organization, operations, policies and objectives.  
Oral and written communications skills.  
Filing techniques.  
Basic operation and use of data entry terminal.

#### Skills and Abilities:

Perform clerical work independently with little supervision.  
Operate a microcomputer and current software accurately and efficiently.  
Operate a computer to devise, design and develop forms and other necessary documents.  
Plan and organize the office work to meet schedules and deadlines.  
Type and maintain records for department personnel.  
Make simple arithmetic calculations.  
Understand and follow oral and written directions.  
Type at 45 words per minute.  
Communicate effectively both orally and in writing.  
Establish and maintain an effective working relationship with others.  
Train and provide work direction to work study students and hourly employees.  
Meet the public with courtesy and tact.  
Maintain the records and prepare reports.

#### 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.