

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Clerical Assistant, Senior

Unit: Office Technical

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Job Code: J1040
Original Date: 01/1991
Last Revision: 10/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 18

DEFINITION

Under the direction of an assigned supervisor or manager, perform a wide variety of complex clerical and typing duties requiring specialized knowledge in one or more specific functional areas; perform duties involving frequent and responsible contact with students, staff, and the public.

DISTINGUISHING CHARACTERISTICS

This is the advanced level class of the clerical series. Positions allocated to this class are assigned duties involving the exercise of a greater degree of independent judgment, technical knowledge, and initiative with a minimum of direction and supervision. Incumbents are assigned primary responsibility for maintaining records and implementing procedures and may be assigned to perform all of the clerical duties for a "one-person" office. Incumbents perform duties independently and must possess a thorough knowledge of district policies, rules, and regulations pertinent to the assigned program. Positions in this class may also be required to provide work direction to clerical personnel in a lead capacity. Incumbents are typically assigned specialized clerical duties requiring considerable knowledge of a subject area, such as timekeepers at college sites and continuing education centers or the responsibility for district-wide payroll assignment functions.

EXAMPLE OF DUTIES

1. Plan, schedule, and perform a wide variety of difficult and complex clerical and typing work related to the specialized function to which assigned.
2. Conduct transactions with staff, students, or the public in matters requiring detailed knowledge of rules, procedures, policies, precedence, and activities.
3. Supply information regarding facts and interpretations of programs or district policies and procedures.
4. Perform a number of specialized functions within the assigned department or program, requiring considerable knowledge of the program, its policies, terminology, and clerical procedures.
5. Operate a variety of office machines and equipment, including computer hardware and software.
6. Verify, compile, and record information for the preparation of reports and maintenance of filing systems; prepare records and reports based on data obtained from a variety of sources; process data in accordance with prescribed procedures.
7. May perform secretarial work for others as assigned; receive, open, stamp, and route mail; compose and prepare correspondence independently or from oral direction, rough draft, copy, or notes.
8. Train and provide work direction and guidance to clerical staff as necessary.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Applicable sections of California Education Codes.
Computer applications, including word processing, spreadsheets, and databases.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, diplomacy, and courtesy.
Modern office practices, procedures, and equipment, including computer hardware and software.
Operations, procedures, and specific rules of the particular office or program to which assigned.
Oral and written communications skills.
Record-keeping techniques.
Technical aspects of field of specialty.
Telephone etiquette and procedures.

Skills and Abilities:

Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Learn and interpret specific rules, laws, and policies and apply them in a variety of procedural situations.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedules and time lines.
Operate a variety of office machines and equipment, including computer hardware and software.
Perform responsible and difficult clerical work with accuracy, speed, and initiative.
Plan and organize work.
Train and provide work direction to others.
Type/keyboard at 45 words per minute.
Understand and follow oral and written directions.
Use computer applications, including word processing, spreadsheets, and databases.
Work cooperatively with others.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and two years of increasingly responsible clerical and typing/keyboarding experience. Some positions in this class may require clerical experience in area of assignment such as payroll or timekeeping.

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Favorable, usually involves an office