PERALTA COMMUNITY COLLEGE DISTRICT – March 1, 1998

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

SENIOR CLERICAL ASSISTANT/TYPING
(Confidential Salary Range 8)
Job Code: 825

CLASS PURPOSE
Performs a wide range of clerical duties which relieves the manager and other staff of detail; assists and works under immediate supervision of Executive Assistant to Vice Chancellor, Educational Services.

EXAMPLES OF ESSENTIAL DUTIES:
Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Types a variety of correspondence, memoranda, reports and other materials.
- Receives, opens and distributes mail.
- Receives and screens visitors and telephone calls and refers to appropriate staff members.
- Assists other managers and staff in the department.
- Orders supplies and pays bills and memberships.
- Assists with work related to the PCCD Children's Centers.
- Assists the Tenure Review process in receiving and processing student evaluations of instructors, counselors and librarians.
- Establishes and maintains interrelated inventory systems and office filing systems.
- Operates and maintains a variety of modern office equipment including PC’s, related software programs, printers, typewriters, faxes and mainframe interfere systems required to provide responsive clerical support to the Vice Chancellor, Educational Services office.
- Assists directly by performing functions related to a wide range of operational and other related services such as assisting with personnel action forms verification and documentation.
- Gives out information in person or by telephone when judgment, common knowledge, and interpretation of policies and regulations are necessary; performs other related duties as assigned.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS
1. Two (2) years of experience in general office clerical work; or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Knowledge, experience and proficiency in operating personal computer using WordPerfect, Word, Windows or compatible word processing programs.

3. Knowledge of correct English usage, spelling, vocabulary, punctuation, and basic arithmetic; modern office techniques and equipment, including letter writing, receptionist and telephone techniques; community college organization, policies, rules and programs.

4. Ability to perform responsible clerical and secretarial work with speed and accuracy; establish and maintain cooperative work relationships with those contacted in the course of work.

5. Ability to type accurately from clear copy. A typing assessment may be given.

6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge, experience and proficiency in Excel, PowerPoint, Access, and other such computer programs.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication
Job Description: Senior Clerical Assistant/Typing (Confidential)

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: N/A