
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT

POSITION: CLERICAL ASSISTANT

DEPARTMENT: STUDENT SERVICES - COUNSELING

FINAL FILING DATE: MONDAY, OCTOBER 13, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

LOCATION: *SCHEDULED TO BE ASSIGNED TO: WOODLAND COMM. COLLEGE

SALARY: \$2356 - \$2579/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$3248/MO.)

COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of an assigned supervisor, perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a special program or District function.

REPRESENTATIVE DUTIES:

- Schedule appointments and meetings; maintain various schedules and calendars; compile information for appointments as requested; notify students and personnel of meeting dates. (E)
- Maintain a variety of logs, records and files related to assigned office; close files according to established procedures and timelines. (E)
- Provide information and assistance to students, the public and staff regarding program requirements and procedures in an accurate and timely manner. (E)
- Type letters, memoranda, reports, schedules, list's, plans, forms or other materials from straight copy, rough draft or notes; distribute, mail and file materials as appropriate. (E)
- Operate a variety of office equipment, such as typewriter, calculator, copier and others; operate computer equipment to enter and retrieve data, maintain records and generate reports. (E)
- Perform receptionist duties and answer telephones; take and relay messages; greet students and the public and provide routine information; direct inquiries to the appropriate person or office. (E)
- Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures and equipment.
- Policies and objectives of assigned program and activities.
- Record-keeping techniques.

ABILITY TO:

- Perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a special program or District function.
- Learn and apply laws, rules, regulations involved in assigned clerical activities.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Type at an acceptable rate of speed.
- Operate a variety of office equipment including computer terminal, calculator, copier and typewriter.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Answer telephones and greet the public courteously.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and one year of clerical experience.

ENVIRONMENT:

- Office environment.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.

REQUIRED DUTIES: Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

*** This position is anticipated to be assigned to Woodland Comm. College but may be assigned temporarily or permanently within the District.**

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Woodland Comm. College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **MONDAY, OCTOBER 13, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED NOR EMAILED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

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