

**College of the Siskiyou  
Job Description**

**Job Title**                      Program Assistant, CalWorks Program                      **FLSA:** Non-Exempt  
**Group:**                              Classified                      **Salary Class:** D                      **Salary Schedule:**  
Classified

**Job Summary**

Under the general direction and supervision of the Director of Financial Aid, perform a wide variety of specialized work in support of the CalWorks Program.

**Class Characteristics**

Perform specific office duties and develop a knowledge of specialized procedures and requirements associated with the CalWorks Program. Work with major college programs in the accomplishment of required duties. Receive limited supervision within a broad framework of standard policies and procedures.

**Essential Duties and Responsibilities include the following:**

Provide secretarial support to the Director of Financial Aid.

Assist in preparation of yearly application and grant; track CalWorks students.

Coordinate, plan, schedule and perform a wide variety of clerical and typing work related to the assigned specialized functions.

Conduct transactions with college personnel and the public in matters requiring a knowledge of rules, procedures, policies, precedents, and activities.

Serve as the CalWorks Program contact person; maintain database of participants; prepare, copy and mail applications; receive application paperwork; maintain confidential files. Receive purchase requests, payment vouchers and travel requests.

Deleted: applicants  
Deleted: QUESTION: Is applicants/application in the above sentence the correct term? Or should it be participants or something else?¶

Process monthly paperwork to reimburse CalWorks child care expenditures; verify grades and complete positive attendance hour sheets.

Process monthly billing statements for Discovery Children’s Center and track payments.

Maintain billing database for Discovery Children’s Center.

Compose original letters and prepare correspondence as needed; make meeting arrangements; answer phone; maintain files and distribute mail.

Prepare quarterly expenditure reports; monitor budget; assist with final year-end report.

Compose correspondence and prepare reports independently and/or from oral instructions; serve as a receptionist, make appointments and perform all oral translations and transcriptions as necessary.

Operates various office machines and equipment, including computers; oversee and train other clerical personnel or student assistants in the accomplishment of required duties.

Perform other related duties.

**Employment Standards:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Training and Experience:** Any combination of training and experience equivalent to the completion of approximately one to two years of college level course work in secretarial science and office administration or a related field, and three years of increasingly responsible office experience.

**Knowledge:** Knowledge of general functions, policies, rules and regulations of a community college; proper office methods and practices including filing systems, receptionist and telephone techniques, letter and report writing; computers and word processing programs; word processing, spread sheet and word processing; mathematical computations; office management techniques and procedures; public and human relations techniques.

**Ability:** Ability to understand and independently carry out oral and written instructions; learn and successfully apply office policies, procedures, rules and regulations; use good judgment; communicate effectively in both oral and written form; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; type accurately at approximately 45 words per minute; operate modern office technological equipment; establish and maintain effective work relationships with those contacted in the performance of required duties.

**Physical Effort/Work Environment:** Light to moderate physical effort; frequent standing or walking, stooping or crawling; periodic handling of lightweight parcels. Indoor work environment.

**Licenses and Certificates:** When driving a district vehicle, a valid California Driver's License and evidence of automobile insurance, based on DMV regulations, may be requested.

**Job Description Approved: 4/98**

**Revised – 6/9/04**