

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 high school and some college level course work in secretarial science and/or office administration or a related field, and one to two years of 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; mathematical computations; office techniques and procedures.

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; operate modern office equipment including a computer, fax, modem; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Moderate to heavy physical effort; periodic handling of lightweight parcels and clearing of snow. Indoor work environment.

Licenses and Certificates: When driving a district vehicle a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.

Job Description Approved: 4/98