Description of Position

Under the direction of the Dean of Student Services, the Senior Clerical Assistant will provide specialized clerical support to the Health Center; serve as a reference source, providing a wide variety of information related to the Health Center; train and provide work direction to student employees and others as assigned.

Minimum Qualifications

Candidates may be tested to determine whether or not they possess the ability to:

- Type at 50 correct words per minute from clear copy.
- Produce printed work using Word and Excel.
- Use correct English, grammar, spelling and punctuation.

A testing date may be arranged for applicants.

Education and Experience:

Any combination equivalent to:

- graduation from high school and
- two years of increasingly responsible clerical experience

Representative Duties

- Prepare and type a variety of materials including letters, reports, schedules, enrollment records, agendas and minutes from notes, rough drafts, verbal instructions or independently; review and edit forms and other written materials for accuracy, completeness and conformance with established procedures and standards.
- Establish and maintain filing systems on a variety of subjects; assemble, post and file data in specialized records.
- Receive and respond to oral and written requests for information of a specialized or confidential nature; utilize discretion and judgment in explaining regulations and procedures.
- Review and summarize data and prepare special and periodic reports related to an assigned program or function including State and federally mandated reports; maintain and prepare statistical reports.
- Complete assignments with minimal supervision.
- Complete work with many interruptions.
- Demonstrate sound judgment in the application and interpretation of existing methods and procedures.
- Type at 50 words net per minute from clear copy.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Establish and maintain records and prepare statistical reports.
- Understand and follow oral and written directions.
• Communicate effectively both orally and in writing.
• Train and provide work direction to others as assigned.
• Perform receptionist duties for students, faculty and the general public; answer phones; answer inquiries and provide information requiring extensive knowledge of policies, procedures, rules and regulations.
• Compile information on various subjects; establish appropriate format or type form.
• Operate a variety of office machines and equipment including typewriter, word processor and printer, adding machine, calculator, copier and other equipment as assigned; operate and assist others in the operation of audio-visual equipment as assigned.
• Assist with the sale of items and services as assigned; collect money and make change; balance financial records according to established procedures.
• Coordinate and schedule appointments as assigned.
• Receive, sort, open and distribute mail.
• Train and provide work direction to others as assigned.
• Utilize the District’s integrated software in performing required duties of the position.
• Perform related duties as assigned.

**Conditions of Employment**

• Salary is at Range 24
  ($14.16 hourly / $2,454 monthly).
  Initial placement on step AA.
• Minimum 5% increase if promoted.
• 10–working month probationary period.
• Union membership upon employment.
• PERS Retirement.
• Medical/dental/vision insurance program for employee and dependents.
• Employee life insurance ($100,000) is provided.

**Working Conditions**

**Environment**

• Office environment.
• Constant interruptions.

**Physical Abilities**

• Ability to communicate with students/employees/public.
• Ability to read documents.
• Ability to sit and stand for extended period of time.
• Ability to reach in all directions.
• Ability to lift moderately heavy objects.
• Ability to operate a computer and office equipment.

**Screening Procedure**

Only complete application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

**Application Procedure**

Applicants must submit the following materials which must be received by Human Resource Services on or before the application deadline,

**February 9, 2015 / 4:30 p.m.**

- Completed COS classified application form
- Letter of interest addressing your interest in this position and the representative duties
- Resume

Send to:

**Julie Carroll**

(559) 737-6237
JulieC@cos.edu
Human Resource Services
College of the Sequoias CCD
915 S. Mooney Blvd.
Sequoia Building, Room 5
Visalia, CA 93277

Notice to all candidates for employment

“College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law.”

“College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation.”