Administrative Assistant*, TRIO SSSP/Counseling-MJC

Posting Details

Position Information

**Job Title**: Administrative Assistant*, TRIO SSSP/Counseling-MJC

**Site**: Modesto Junior College

**Salary Range / Other**: Range 18, $2,747 to $3,509 per month
2015-2016 Classified Salary Schedule
40 hours per week, 12 months per year
Monday – Friday: 8:00 am – 5:00 pm
(May include evenings & weekends)

*This is a categorically funded position. (Continued employment in this position is dependent upon funding).

**Benefits**: The District currently pays for a number of health options for the employee and dependents. Employees may elect to pay a premium for a higher health option. Vision care and dental insurance premiums for the employee and dependents is District paid. Income protection and life insurance premiums for the employee are also District paid.

Position Summary Information

**Job Description**: DEFINITION
Under general supervision, performs office administrative support work; prepares a variety of documents using computers and other office equipment; receives and screens visitors and callers; researches, gathers, processes and maintains information; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS
This is the journey/full working level clerical class in the Administrative Support Series within the Yosemite Community College District (YCCD). Positions in this class perform the full range of clerical and office support duties related to department administrative functions. Positions at this level may be assigned to various divisions or work units within YCCD.
This class may also be distinguished from the higher-level class of Administrative Technician because incumbents in that class preponderantly perform technical-level duties in support of department administrative functions, applying knowledge and experience in specialized subject areas to make decisions and complete assignments.

SUPERVISION RECEIVED AND EXERCISED
Incumbents in this class work under general supervision, working alone on routine or regular work assignments and checking with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.
An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

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

Knowledge of:
• General office practices and procedures.
• Business arithmetic.
• Methods of data collection.
• Correct English usage, including spelling, grammar, punctuation, and vocabulary.
• The use of standard office equipment, including personal computers.

Ability to:
• Organize and prioritize work activities.
• Enter data into automated systems and prepare data reports.
• Read and understand rules, policies and procedures.
• Make basic arithmetical calculations.
• Use standard word processing, spreadsheets and other software applications.
• Communicate effectively, both orally and in writing.
• Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience**: Any combination of education, experience and/or training that would likely provide the above-
required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I
- One year equivalent to an Administrative Assistant at YCCD.
OR Pattern II
- Experience: One year performing general office clerical work that included some responsibility with computer-assisted data management systems.

Example of Duties
- Performs a wide range of clerical and office support duties that typically require typing, proofreading, filing, checking and recording information.
- Assists office visitors by receiving and providing information relative to a wide range of procedural matters; assists with the completion of forms, including those that may include confidential information; may determine program or service eligibility by comparing information provided with established criteria.
- Posts information to a computerized and/or manual management information storage and retrieval systems; retrieves and compiles information and prepares complex clerical forms, reports and summaries.
- Types and inputs material from oral directions, rough drafts, or handwritten notes, including various records, test materials, teaching materials, reports, memoranda, tables, lists, and a variety of other documents.
- Prepares a variety of materials for duplication and printing.
- Sorts and files documents and materials according to pre-determined classification systems.
- Maintains alphabetical, numerical, index and cross reference files.
- Makes arithmetical calculations and posts to statistical, financial and other numerical records; prepares data reports and tables.
- Reviews and checks routine financial documents for clerical and arithmetical accuracy, completeness and to verify compliance with established procedures.
- Processes outgoing letters, documents and forms.
- Receives, sorts and distributes incoming mail.
- Operates a variety of office machines and equipment, including computers.
- Orders and receives supplies; maintains office inventories.
- Performs other related duties as assigned.

Licenses and Certificates
- Depending upon assignment, possession of a valid typing certificate for 45 words per minute may be required.
- Depending upon assignment, possession of a valid license to drive in California may be required.

Physical and Mental
Standards
- Mobility: ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- Dexterity: fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- Lifting: frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person.
- Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Additional Applicant
Information
Applications are accepted online only at:
https://www.yosemite.edu/recruitment/employmentopportunities/ Select Job Openings, Select Search Jobs, Select Job Title, Create an account and Apply to this job.  The District may hire more than one applicant with this applicant pool.  

Classified:
This is a classified bargaining unit position. The District’s agreement with Chapter 420 of the California School Employees Association (CSEA) requires new classified employees, as a contractual obligation to CSEA, to—(A) become a dues paying member of CSEA, or—(B) pay a services fee to CSEA or—© if eligible as a conscientious objector, make a contribution to a charitable organization selected from among four listed in the classified agreement. Applications will be reviewed by a screening committee which will select candidates to be interviewed. After interviews, a recommendation will be forwarded to the President, Chancellor, and Board of Trustees.  The screening committee will evaluate all applications. Those applicants selected for personal interview will be notified by letter or phone. In accordance with Board policy official offers of employment will be made only by the Chancellor or Vice Chancellor/Human Resources, YCCD. Final appointment is subject to confirmation by the Board of Trustees. Federal law requires the District employ only US citizens and aliens authorized to work in the United States. Written verification of employment eligibility is required.

NOTE: A background investigation of new employees is required, including reference checks and a state criminal history report. Employment will not begin until the history check has been cleared by Human Resources. The cost for the criminal history report will be the responsibility of the applicant.
of the successful candidate. YCCD is an Equal Employment Opportunity Employer.

Posting Detail Information

Open Date 06/01/2017
Close Date 06/22/2017
Open Until Filled No

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Are you a U.S. Citizen?
   - Yes
   - No

2. * If you are not a U.S. citizen, are you legally authorized to work in the U.S.?
   - Yes
   - No
   - I am a U.S. citizen question does not apply

3. * To avoid conflict of interest, Yosemite Community College District, YCCD, permits employment of near relatives only under certain conditions. Are any of your near relatives: a child, parent, spouse or domestic partner, sibling, or in-laws or step relatives in the relationships listed, currently employed by YCCD, that includes Modesto Junior College, Columbia College or the District Office? Respond YES or NO. IF YES - it is required that you provide the name or names of the person or persons along with their position title in the space provided for response.
   (Open Ended Question)

4. * Please tell us how you heard about this job announcement:
   - Job Fair
   - YCCD Recruitment Website
   - Website-Other
   - YCCD Email
   - Family/Friend
   - Newspaper

Applicant Documents

Required Documents
1. Resume / Curriculum Vitae
2. Cover Letter
3. List of Professional References

Optional Documents
1. Other
2. Typing Certificate