

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

CLERICAL ASSISTANT I

Salary Range 6

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine typing, filing, copying and general clerical activities in support of a program or District function. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Performs routine filing, copying and typing assignments from detailed copy; proofreads completed typing assignments. (E)
- Duplicates items; collates, staples and stacks materials per instructions; packages completed copies for administrative and classroom use. (E)
- Maintains records, inventories, indexes and cross references files; sorts, classifies and files documents as directed. (E)
- Receives visitors; answers telephone and refers telephone calls and visitors to appropriate personnel; answers routine questions according to established guidelines. (E)
- Receives and makes telephone calls as directed; takes and relays messages. (E)
- Receives, sorts and distributes incoming and outgoing mail. (E)
- Assures the timely distribution and receipt of a variety of records, reports and bulletins as directed. (E)
- Operates a variety of office equipment, such as typewriter, calculator and copy machine. (E)
- Receives, records monies received; records fundraising related transactions to accounting. (E)
- Prepares instructors materials as directed; order supplies when needed. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school or G.E.D. equivalent.

KNOWLEDGE OF:

Basic record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Basic math.

Operation of office machines including computer equipment and applicable software.

ABILITY TO:

Learn modern office practices, procedures and equipment.

Perform clerical duties such as filing, duplications, typing and maintaining routine records.

Operate a computer terminal, copier, typewriter and adding machine.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn office procedures, rules and methods.

Type at 40 words net per minute.

Work cooperatively with others.

Communicate effectively both orally and in writing.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, mailroom, cashier's office, security, students, clients, and the general public.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting

Dexterity in the use of fingers, limbs and body in the operation of office equipment.

Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Normal office environment.