

Administrative Clerk  
Rancho Santiago Community College District

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Posted May 15, 2019, removed Jun. 5, 2019

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| <b>Job Title</b>            | Administrative Clerk  |
| <b>Department</b>           | Admissions and Records  |
| <b>Institution</b>          | Rancho Santiago Community College District<br>Santa Ana, California     |
| <b>Date Posted</b>          | May 15, 2019  |
| <b>Application Deadline</b> | 6/3/2019  |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Classified Staff  |
| <b>Academic Field(s)</b>    | Administrative Support/Services<br>Admissions/Student Records/Registrar |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/1459057">https://apptrkr.com/1459057</a>   |

**Apply By Email**

**Job Description**

Job Title: Administrative Clerk  
Req: CL19-1286  
Location: Orange Education Center  
Department: Admissions and Records  
Position Type: Classified Staff  
Posting Close Date: 06/03/2019

**Job Description:**

**CLASS SUMMARY**

Under direction - performs difficult and specialized clerical work requiring detailed knowledge of a department's procedures, policies, and precedents; supplies information involving facts and interpretations; initiates and completes difficult tasks independently; assumes responsibility for special projects and prepares related reports; assists in research for special reports; may lead and coordinate

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the work of clerks of a lower grade; assumes responsibilities for execution of projects without close review; interprets rules and procedures in supervisor's absence with supervisor's approval; coordinates clerical work-flow among office staff; prepares complex documents; assumes and performs related duties and responsibilities as required.

#### REPRESENTATIVE DUTIES

Coordinates the processing, recording and filing of a variety of documents involving administrative procedures; maintains cost records and complex attendance or other statistical records; assumes responsibility for a specific clerical function or specialized unit of a department where knowledge of the departmental operation is fundamental and where its impact on the public is substantial; performs technical work requiring a thorough knowledge of departmental policies and procedures; assists in the development of District procedures and policies relative to the assignment; handles difficult and complex public relations; coordinates data for computer input related to continuing and special projects; may perform sub-professional administrative duties as assigned; may lead and coordinate the work of clerical assistants; may maintain schedule or calendar for a number of workers; updates schedules and catalogues; may coordinate office work flow.

#### ORGANIZATIONAL RELATIONSHIPS

This class reports to designated supervisor or director and may be responsible for determining work flow to lower grade clerks or for resolving factual or procedural questions.

#### Job Qualifications:

##### REQUIREMENTS

High school diploma or equivalent and any combination of training and/or experience equivalent to four years of progressively responsible experience in general clerical work including one year in work involving some independent responsibility for a clerical activity. Thorough knowledge of office machines and filing systems; modern office practices and procedures, departmental practices and procedures as well as College rules, regulations, programs and policies; suitable or designated formats for presenting reports. Ability to make decisions in accordance with laws, ordinances, regulations and established procedures of the department; establish and maintain effective public relations; prepare accurate financial and statistical reports; operate office equipment including personal computer terminal and a variety of word processing/business applications. Skills: must complete keyboarding, clerical (filing and checking) and software skills evaluation. Screening Committee will use results as one of the selection criteria. Bilingual ability in Spanish.

#### SKILLS EVALUATION

Applicants who do not have current (six months or less) skills evaluation results on file must contact Human Resources Department at 714-480-7350 or 714-480-7493 to schedule an appointment for

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evaluation. The skills evaluation must be completed on or before the closing date to be considered for this position and it is the applicant's responsibility to sign up for the skills evaluation.

**Method of Application**

For consideration in the selection process, interested persons must complete the RSCCD application and upload all required documents online by the specified closing date for the position. If you do not have a computer, there is a computer which can only access RSCCD employment website and scanner to upload application materials/documents (no USB) available at the Human Resources Department, 2323 North Broadway, Santa Ana, California, 92706, between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday.

Please upload the following application materials in the appropriate boxes with your online application by the closing date:

Resume (Required)

Any additional supplemental materials (Optional)

To apply, visit:

[url=https://apptrkr.com/1459057]https://www.rsccd.edu/employment/Pages/Employment.aspx

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Admissions and Records

Rancho Santiago Community College District

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