

Office Assistant, Categorical (External and Lateral) (One
or More Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=150216>

Downloaded On: Mar. 7, 2021 6:53pm

Posted Nov. 24, 2020, set to expire Mar. 26, 2021

Job Title	Office Assistant, Categorical (External and Lateral) (One or More Positions)
Department	Disabled Students Programs and Services (DSPS) (SC-061-075)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Nov. 24, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	http://jobs.socccd.edu/postings/11080

Apply By Email

Job Description

Summary Description:

Under supervision from assigned supervisory or management staff, performs a variety of office support, clerical, and routine secretarial duties of a general or specialized nature in support of the function to which assigned; provides word processing and data entry support; maintains a variety of files and records; and provides information and assistance to students, faculty, staff, and the general public. May receive technical training and work direction from an academic bargaining unit program supervisor, an executive assistant, or an administrative assistant.

Distinguishing Characteristics:

This is a journey level clerical classification. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Administrative Assistant level and usually exercise less independent discretion and judgment in matters related to work

Office Assistant, Categorical (External and Lateral) (One
or More Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=150216>

Downloaded On: Mar. 7, 2021 6:53pm

Posted Nov. 24, 2020, set to expire Mar. 26, 2021

procedures and methods. Work is usually supervised while in progress and/or fits an established structure or pattern. Exceptions or changes in procedures are explained as they arise.

Representative Duties:

The duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Please see Job Duties for details.

Knowledge of:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Basic principles of business letter writing and basic report preparation.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices, and procedures of basic fiscal, statistical, and administrative record keeping.

Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Basic mathematical concepts.

Work organization principles and practices.

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

Ability to:

Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply general administrative and office policies and procedures.

Learn the methods and standards used in processing College paperwork.

Perform a variety of office support and clerical duties and activities of a general and specialized nature for an assigned office.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff or the public.

Use sound judgment in recognizing scope of authority.

Type or enter data at a speed necessary for successful job performance.

Compile and organize data and information.

Maintain filing systems.

Exercise good judgment in maintaining information, records, and reports.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.



Office Assistant, Categorical (External and Lateral) (One
or More Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=150216>

Downloaded On: Mar. 7, 2021 6:53pm

Posted Nov. 24, 2020, set to expire Mar. 26, 2021

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Contact Information

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

Contact