

Office Assistant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=239147>

Downloaded On: Oct. 30, 2024 7:39pm

Posted Jul. 9, 2024, set to expire Jan. 28, 2025

Job Title	Office Assistant
Department	Humanities and Social Sciences
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Jul. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Office-Assistant_REQ11996
Apply By Email	
Job Description	

Title:Office Assistant

Job Category:CSEA

Job Opening Date:July 08, 2024

Job Closing Date:July 23, 2024

Location:Saddleback College

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Work Location:Mission Viejo, CA

Department:Humanities and Social Sciences

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type:Monthly

Work Days:Monday - Thursday

Work Hours:8:00am-3:00pm

Hours Per Week:26

Percentage of Employment:65%

Months of Employment:12

Salary:Starting at \$2,600 per month

Required Documents:

Cover Letter and Resume

Job Description:

C.S.E.A. Classified Bargaining Unit Salary Range 113

Application materials must be received by 11:59pm July 22, 2024

Required Documents: Resume and Cover Letter

Applications missing the required documents will not be considered.

Class specifications are intended to present a descriptive list of the range of duties performed by

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employees in the class. Specifications are not intended to reflect all duties performed within the job.

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 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 following 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.

- Serve as receptionist for assigned area; receive office and telephone callers; provide material and information in response to requests for information related to assigned area of responsibility; convey telephone messages; refer callers to appropriate staff for further assistance as needed.
- Verify and review materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, files, and reports; collect and

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process appropriate information.

- Type, word process, and proofread a variety of documents and forms including general correspondence, agendas, reports, and memoranda from rough draft, recordings, or verbal instruction; disseminate information as appropriate.
- Maintain accurate and up-to-date files and records for assigned areas; develop and monitor various logs, accounts, and files for current and accurate information; verify accuracy of information, researching discrepancies and recording information; organize and maintain filing systems.
- Access student files on computer terminal; input corrections such as status, address, and course changes.
- Perform a variety of routine clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintains a variety of accounting records, logs, and files; compile information and data for statistical and financial reports; check and tabulate data.
- Receive, sort, and distribute incoming and outgoing correspondence.
- Present program information to students and faculty; assist in preparing program materials; receive, sort, and deliver materials.
- May prepare a variety of documents for publications and marketing pieces including brochures, flyers, event programs, and related materials.
- Maintain office supplies and inventories; order, receive, and maintain office supplies and equipment; prepare and deliver requisitions, purchase orders, and work order forms.
- Maintain calendar of activities, meetings, and various events for assigned staff; coordinates activities with others.
- Schedule and prepare for a variety of meetings; prepare and distribute agendas; make arrangements for facility usage; attend meetings related to assigned division; take and prepare minutes as assigned; disseminate information as appropriate.
- Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
- Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned

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within a short period of time in order to successfully perform the assigned duties.

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.
- 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.

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- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of general clerical experience preferably involving extensive public contact.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:



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Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

Vision:

See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until



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after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):



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The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact