

FT Administrative Clerk III
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=249778>

Downloaded On: Dec. 4, 2024 2:07pm

Posted Dec. 2, 2024, set to expire Jan. 17, 2025

Job Title	FT Administrative Clerk III
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Dec. 2, 2024
Application Deadline	01/17/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5834837
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Job Description	

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FT Administrative Clerk III

Salary: \$57,229.32 - \$68,560.44 Annually

Job Type: Full Time

Job Number: Admin Clerk III-SEM-24

Closing: 1/17/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: Admin Clerk III-SEM-24

Division: Science, Engineering, Mathematics

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on January 17, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Division of Science, Engineering, and Mathematics (SEM) is committed to promoting equity, providing service excellence, and ensuring student success as we guide students in investigating and understanding the world in which we live. The Division offers degree programs, certificates, and courses in a variety of disciplines across six departments-biology; chemistry; computer and information sciences; earth sciences; mathematics; and physics, astronomy, and engineering. The Division's rigorous programs of study prepare students to seamlessly transfer into a four-year course of study or to successfully start a career in the workforce. Programs and courses are offered in a variety of formats, including traditional on-campus, hybrid, and fully online sections. In addition to courses at our main campus in Norwalk, we offer classes at multiple educational sites in the area. The SEM Division provides effective, experiential learning environments in the sciences, engineering, and mathematics at the highest standards by using the latest technology in our state-of-the-art laboratories and learning spaces.

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The Division Office team manages payroll, instructor office hours, key requests, requisitions, and room reservations to meet the needs of the students, staff, and faculty.

Summary

Performs a variety of complex and responsible clerical, record keeping, profiling, and reporting or other support. Assignments are usually in a senior role at the large department level, or equivalent size of specialized department, or educational program.

Distinguishing Career Features

The Administrative Clerk III requires knowledge of the terminology, practices, and procedures of an area of specialization including sufficient knowledge of financial record keeping to monitor departmental/program budgets and/or grant performance against budgets. The Administrative Clerk III position may be used in a partial leadership or coordinating role, or in a more specialized capacity.

Job Duties

Essential Duties and Responsibilities

Specific duties may vary among departments and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties:

- Composes and types letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts, or verbal instructions. Prepares handbooks, schedules, brochures, and other program materials.
- Processes documents requiring knowledge of the special terminology, policies and procedures of department or area of specialized function such as contracts and vendor arrangements. Monitors budgets and contractual provisions.
- Performs analytical duties such as evaluating student profiles for specific programs (e.g., limited English proficient) by pre-screening registration materials, language assessment test scores, and other materials that would identify and profile student needs.
- Compiles statistical data, accounts for and posts financial transactions or other data, and maintains various department information in established data entry formats. Searches out information in departmental records and files.
- Maintains financial records for a fund or program with activities that include deposits, processing of expenditures, documentation of inventory, preparation of accounts receivable and donation requests, and preparation of mandated reports.
- Coordinates the workflow for a high volume customer-service oriented office. Serves as a resource for other Administrative Clerks, filling in to balance workload, solving difficult

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transactions, and researching files and records to resolve discrepancies.

- Greets visitors, staff or students in person or over the telephone, ascertains nature of business and provides standard information related to area of assignment.
- Provides assistance to students, including those with special needs. May introduce students to other services and college support.
- Maintains records and files of documents processed for ready access and compiles various reports according to well-defined operating procedures.
- May receive from faculty, and prepare curriculum and other committee documents.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats. Extracts data from existing databases and converts to other formats.
- May update and modify web pages as approved by the supervisor.
- Participates and may coordinate basic registration activities such as those used for community education, child development, or emeritus courses.
- May assist with in-service training by compiling training materials, manuals, and visual aids. May schedule, coordinate, and proctor tests.
- Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Assists and otherwise coordinates programs, workshops, meetings between program staff, administrators or the general public.
- May receive, sort and distribute incoming mail, make appointments and travel arrangements.
- May participate in selecting, training and assigning work to regular staff and part time student and temporary workers.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

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Minimum Qualifications

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The position requires a high school diploma and 4 years of general clerical and keyboarding experience in a customer service oriented environment. Additional post secondary education may substitute for some experience.

Preferred Qualifications

- Post-Secondary Degree
- Four years of office experience in the following areas: Reviewing student academic records, ordering from supply vendors, posting routine administrative and financial transactions, and scheduling events and meetings.

Supplemental Information

Knowledge and Skills

The position requires an in-depth working knowledge of the practices and techniques used in the assigned organization unit. Requires a working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of the procedures used in accounting, budget, purchasing, and payroll transaction processing, and statistical record keeping. Requires a working knowledge of personal computerbased software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and specialized database software used in education. Requires business mathematics skills to compute sums and statistics. Requires sufficient skill using the English language, grammar, spelling, punctuation, proofreading, editing, to prepare original correspondence. Requires sufficient human relations skills to orient and train others, convey technical information to others, and present a positive image of the department and College.

Abilities

Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to learn, interpret, explain, and apply knowledge of College and department organization, operations, programs, functions, and special department terminology when performing

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assignments. Requires the ability to prepare financial summaries. Requires the ability to prepare presentation quality charts, written materials, and spreadsheets. Requires the ability to operate standard office machines and equipment, including typewriters, switchboards, copiers, calculators, word processors, printers etc. Must be able to maintain records and prepare reports. Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to maintain productive and cooperative relationships with staff, students, other organizations, and the public, exercising sensitivity to needs and courtesy.

Physical Abilities

Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to write and to read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about campus locations, and to reach work materials. Requires manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Salary/Fringe Benefits

Grade 27 on District Classified Employee Salary Schedule (\$4,769.11 - \$5,713.37 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

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Conditions of Employment

This is a full-time, 12-calendar month classified position.

Hours of employment are: Monday through Friday. 8:00 am - 4:30 pm

Initial placement of employees on Confidential Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

Board Policy 2905 requires mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; Cerritos College - Chapter 2 - Board of Trustees. Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's COVID-19 webpage

****Please note - the District does not provide for immigration sponsorships such as H1B Visas**

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions.

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A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter
2. Resume/CV
3. Copy of High School Diploma OR Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4744105/ft-administrative-clerk-iii>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

Staff
Cerritos College



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