

PT Administrative Clerk I
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=254854>

Downloaded On: Apr. 2, 2025 2:18am

Posted Mar. 25, 2025, set to expire Apr. 21, 2025

Job Title	PT Administrative Clerk I
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Mar. 25, 2025
Application Deadline	04/21/2025
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/6099668
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Job Description	

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PT Administrative Clerk I

Salary: \$23.03 - \$27.55 Hourly

Job Type: Part Time

Job Number: Admin Clerk I-KIN-24

Closing: 4/21/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: Admin Clerk I-KIN-24

Division:

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Kinesiology

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 April 21, 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 Kinesiology encompasses the department of Athletics, Health Education, Kinesiology and Physical Education. The department of Athletics has 19 intercollegiate programs for student athletes.

Summary

Performs general office clerical support, data entry, and reception duties, usually following well-established policies, procedures, and methods. Assignments can be in instructional or administrative areas, where there are usually other, more senior level administrative support positions to provide guidance and prioritize specific work assignments.

Distinguishing Career Features

Work is generally focused in these areas: keyboarding and data entry, receptionist, filing and retrieval

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of information to and from records, customer service transactions, and routine reports.

Job Duties

Essential Duties and Responsibilities

Incumbents are expected to perform all of the essential functions, although some assignments may involve or have varying emphasis, depending on the needs of the assigned work area.

- Types (keyboards) from copy or standing instructions, forms, memoranda, routine correspondence, and structured reports using established formats.
- Enters data onto established data entry screens of business and academic transactions (e.g., student and program information, deliveries, purchase orders, printing orders, forms, etc.).
- Processes business and/or student transactions such as, but not limited to invoices and fee-based enrollment and registration forms. May receive and account for monetary payments for items such as, but not limited to, fees, instructional materials, and permits.
- Answers a multi-line telephone for a work team and serves as receptionist to serve customers. Answers common inquiries, makes appointments, provides basic information about programs and procedures, and refers calls to others within the assigned area.
- Greets visitors, determines their needs, and either directs them to the appropriate person or service or personally completes the request or transaction.
- Sets up and maintains files using established formats. Assembles, collates, and prepares materials for distribution. Files and posts information and documents to records.
- Orders, receives, shelves, and distributes office supplies and materials.
- May deliver and pick up a variety of mail, forms, and materials from staff, students, or the other departments. Sorts and distributes mail.
- Prepares documents and information packets from established formats such as those used by faculty, and routine communications for administrative purposes. May update and modify web pages as approved by the supervisor.
- Compiles information onto established formats and maintains a variety of records to support regularly recurring reports that are prepared for administration and external agencies.
- Contacts other departments and outside agencies to locate information needed by the department.
- Maintains currency of knowledge and skills relating to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

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The position requires a high school diploma or the equivalent, supplemented by course work in general office skills and 1 year of experience in general clerical and keyboarding.

Preferred Qualifications

- Performs a variety of technical, secretarial, and administrative support duties for the Dean, comparable administrator of a function with multiple sub-functions, or College-wide service with substantial secretarial needs.
- Coordinates and performs administrative projects within an instructional division.
- Coordinates work flow and support activities for the office and related functions.

Supplemental Information

Knowledge and Skills

Requires a basic knowledge of modern office practices, procedures, and equipment including receptionist and telephone techniques and etiquette. Requires basic knowledge and understanding of methods and procedures used in alpha-numeric filing and record keeping. Requires basic knowledge of data entry techniques. Requires a working knowledge in the use of common personal computer-based office software such as word processing, spreadsheets, and intranet. Requires sufficient arithmetic skills to perform columnar calculations, decimals, fractions, etc. Requires sufficient knowledge of English language, grammar, spelling, and punctuation to prepare routine correspondence and internal memoranda. Requires sufficient human relation skills to greet and work cooperatively with customers of diverse populations.

Abilities

Requires the ability to learn, understand and apply College rules, policies, procedures, and terminology used in the department of assignment. Requires the ability to use a personal computer for data entry, word processing, spreadsheets, and intranet. Requires the ability to operate standard office machines. Must be able to maintain records and files and compile routine information used for reports on pre-determined formats. Requires the ability to communicate with peers and other College staff or public in a manner reflecting positively on the department and College. Requires the ability to maintain productive and cooperative working relationships with others.

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 hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires

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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 19 on District Classified Employee Salary Schedule at 19.5 hours a week (\$23.03 - \$27.55 /hr).

This position will NOT include the Health and Welfare benefits package.

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.

Conditions of Employment

This is a part-time (19.5 hours a week), 10-calendar month classified position. Hours are flexible and assigned by the area manager, based on program needs. Hours can be day, nights or weekends.

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)

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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.

**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. 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/4876886/pt-administrative-clerk-i>

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. .



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jeid-5239537b00a15f489c3ca5092da74702

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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