

Office Assistant 3 - Spokane Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=255033>

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Posted Mar. 31, 2025, set to expire Apr. 9, 2025

Job Title	Office Assistant 3 - Spokane Community College
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Mar. 31, 2025
Application Deadline	04/09/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Office Assistant 3 - Spokane Community College

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Technical Education

Salary Range: \$3,167 - \$3,999

Starting salary for this position is: \$3,167 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six

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months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 04/09/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Office Assistant 3 - Spokane Community College

JOB SUMMARY

Under the general supervision of the Technical Education Office Manager, the Office Assistant will handle a variety of complex clerical tasks and projects in support of the division.

The Office Assistant will address inquiries from faculty, students and the public that require a thorough understanding of departmental and institutional policies and procedures. Additionally, this role will involve specialized or complex scheduling and data entry tasks.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Resolve problems and respond to inquiries regarding rules, regulations, policies, department procedures, and department services. *
- Answer phone. Receive and refer visitors. *
- Track purchase card accounts. Order supplies and maintain and reconcile purchasing log, following state and district policies and procedures. Use basic arithmetic. *
- Process travel authorizations and make travel arrangements using proper forms and procedures.

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- Compose office correspondence such as requests for documentation and responses to requests for information. Create and revise forms for internal use. *
- Establish and maintain complex electronic or manual file systems or database files. *
- Prepare or assist in the preparation, compilation, and coordination of reports, surveys, meeting minutes or other records such as for advisory committee meetings, program reviews, Automotive Service Excellence testing, and International Fire Service Accreditation Congress testing, etc. Provide drafts for the supervisor's review and refer questionable data to the supervisor for clarification. *
- Order, receive and maintain supply inventory. Submit building work orders, IT and safety tickets. *
- Receive and distribute mail. *
- May assist with student outreach initiatives, including coordinating student welcome packets and providing support for program and division event setup as required.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

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Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Excellent verbal, written, and interpersonal communication skills.
- Proficient in spelling, punctuation, sentence structure and grammar.
- Working knowledge of general office equipment.
- Experience using Microsoft Office products, including word processing, graphics, and spreadsheet functions.
- Ability to use a multi-line phone system and possess proper phone etiquette skills.
- Customer service experience.
- Proofreading and filing skills.
- Ability to handle constant interruptions.
- Ability to maintain a high level of confidentiality.
- Basic arithmetic skills.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
- Ability to work on and pivot between multiple tasks and work in a fast-paced environment.

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work directly with students/clients.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Frequent repetitive hand/wrist motions and finger manipulation.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- 6-month probationary period.
- This position is overtime eligible.

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- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.



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For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/office-assistant-3-spokane-community-college-spokane-washington-united-states-c814a5da-a6d1-4c59-9d3d-418361072c88>

Contact Information

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

Contact

Staff

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