

**FT Administrative Secretary I - Facilities
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=269710>

Downloaded On: Dec. 23, 2025 2:52am

Posted Dec. 22, 2025, set to expire Jan. 16, 2026

Job Title FT Administrative Secretary I - Facilities
Department Staff
Institution Cerritos College
Norwalk, California

Date Posted Dec. 22, 2025

Application Deadline 01/16/2026

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://apptrkr.com/6807129>

Apply By Email

Job Description

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FT Administrative Secretary I - Facilities

Salary: \$62,178.96 Annually

Job Type: Full Time

Job Number: Admin Sec. I - Facilities - 25

Closing: 1/16/2026 11:59 PM Pacific

Location: Norwalk, CA

Department: Admin Sec. I - Facilities - 25

Division: Facilities

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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 16th, 2026 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 Facilities department is dedicated to the maintenance of the campus's physical environment. As the stewards of the buildings and grounds on our campus, Facilities is the single point of contact for all service and maintenance requests. Dedicated to providing superior service to our clients (students, faculty, staff, and the neighboring community), Our staff evaluates and prioritizes customer service requests and works to ensure the highest standards of care and concern for the campus.

Summary

Performs specialized secretarial and administrative support duties, including (but not limited to) transcribing of specialized or technical notes, composing of original documents, administration of office routines and systems, processing of financial transactions, and reception. Assists with administrative projects and programs that impact and/or involve other organization units and locations.

Distinguishing Career Features

The Administrative Secretary I provides administrative and senior-level secretarial support, requiring

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competencies such as the ability to independently carry out projects that involve other departments and sites, coordinates information gathering for reports and special studies, conducts research, and disseminates and maintains information designated for wide distribution. The Administrative Secretary I may require reporting to a higher level manager, director, or Dean.

Job Duties

Essential Duties and Responsibilities

- Performs technical and administrative support involving a working understanding of the functions and procedures of the organization unit to which assigned, with a working knowledge of functions and procedures of other units.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and District. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate manager or administrator.
- Prepares class assignment lists and participates in setting up assignments to conform to business and academic calendars and cycles. Identifies and sequences work routines, reports, and projects to conform to expected deadlines and/or time lines.
- Provides administrative support to projects, committees, and other special processes. Gathers information, prepares forms, revisions, and final documents in support of proceedings.
- Takes notes and transcribes recorded and verbal dictation as assigned. Types (keyboards) from rough drafts or instructions a variety of materials such as letters, memoranda, reports and statistical data. Composes original correspondence and forms on routine department matters.
- Receives visitors and answers telephone. Screens callers, handles routine matters, provides information, and/or routes calls to administrators as necessary.
- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times.
- Maintains records and assists in the preparation of departmental/divisional reports by gathering and summarizing information from a variety of sources.
- Assists with development of organizational unit budget proposals by collecting information and maintaining communications with work sections on status and information needs.
- Maintains approved budgets and transaction records, including those for projects and grant-funded activities. Maintains records and processes payroll information.
- Receives, processes, and may reconcile documents for expenditures. Prepares requisitions and claims for reimbursement.
- Prepares, processes, and enters to a payroll system data entry screen, timecard information for employees in the organization unit.

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- Orders merchandise and services from pre-approved purchase orders and within authorized spending limits.
- Initiates documentation for budget allocation changes and reassignments of funds to and from various accounts, working with accounting staff to assure compliance.
- May update and modify web site pages using established formats and standards.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience

The position requires a high school diploma, or the equivalent, plus college coursework in relevant secretarial or business related courses and four years of experience. Additional secretarial experience may substitute for some post-secondary education.

Preferred Qualifications

Public Service in K-12 and/or Community College with three (3) years of experience in a Facilities, Maintenance and Operations Department.

Supplemental Information

Knowledge and Skills

The position requires working knowledge of modern office practices, procedures, and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires working knowledge of District and department operations, policies, procedures, and calendars. Requires working knowledge of Education Codes applicable to the area of assignment. Requires a working knowledge of, and skill at using personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, basic presentation graphics, special applications used by the organization unit, and data entry onto custom databases. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skills to convey technical concepts to others, and present a positive image of the department and College, and exercise sensitivity and courtesy when dealing with diverse populations.

Abilities

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Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of district and organization unit services, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve others of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases and college information systems. Requires the ability to deal with private/confidential information contained in student files or for employee and administrative matters. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to maintain productive and cooperative working relationships with staff, students, external organizations, and the public.

Physical Abilities

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various district locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and use other standardized office 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 30 on District Classified Salary Schedule (\$5,181.58 /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

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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 full-time, 12-calendar month classified position.

Hours of employment are: Monday - Friday, 7:00 AM - 3:30 PM; Nights & Weekends as needed.

Initial placement of employees on Classified 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.

**** 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. We are committed to providing an inclusive and accessible application process. If you require a reasonable accommodation to apply or interview due to a disability, please contact Human Resources at hr@cerritos.edu as early as possible. While advance notice (ideally at least 72 hours before the application deadline or scheduled interview) helps ensure we can meet your needs, we will make every effort to accommodate requests made at any time.

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

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Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae
3. Copy of Transcripts (OR High School Diploma if applicable)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/5174578/ft-administrative-secretary-i-facilities>

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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