

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEPARTMENT ASSISTANT III

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide a variety of complex and confidential clerical and secretarial services to college administrators, faculty and staff; to provide information to the faculty, staff, students and public; to provide complex staff assistance to departments.

DISTINGUISHING CHARACTERISTICS:

The Department Assistant III provides specialized clerical support requiring a broad knowledge of an assigned program or functional area. Incumbents are typically assigned to a functional area where use of independent judgment requires related specialized training and experience.

REPRESENTATIVE DUTIES:

Perform general secretarial and clerical work; schedule appointments and process personnel information; monitor, order, distribute and maintain office supplies; order textbooks; maintain and troubleshoot new equipment; receive and sort mail. **E**

Type and proofread a wide variety of reports, letters, projects and proposals; compose correspondence related to assigned responsibilities; assist in preparing and typing course outlines and catalog information including class and final examination schedule information. **E**

Participate in the planning, development and implementation of a variety of events and functions directly related to area of responsibility, including fund raising and special events related to college programs. **E**

Assign work activities, projects and programs to clerical and student help; monitor work flow; review and evaluate work products, methods and procedures; participate in the selection of clerical or student staff; assist in staff training. **E**

Perform a variety of work involved in student assistance including scheduling classes; arrange special accommodations such as testing or audiovisual equipment; inform students of class cancellations; transfer students. **E**

Prepare a variety of reports and requests such as travel request forms and faculty request forms; prepare monthly payroll; report teacher absences; verify student assistants' time cards; issue, receive, type and process various applications, permits and other forms. **E**

Organize and maintain filing systems; maintain a variety of files and record logs directly related to area of assignment including certificated and classified employee files, budget information, student rehabilitation progress and general student files. **E**

Receive and deliver supplies; verify incoming shipments for appropriate quantity and quality; record receipt of merchandise on purchase order; file purchase order; forward purchase orders to District office for partial or full payment; send District updated inventory list. **E**

Respond to supply and material delivery problems; identify shipping problems and return goods shipped in error to vendors. **E**

Assist in reviewing outgoing correspondence and reports for accuracy, completeness and compliance with established standards; participate in the development of program newsletters. **E**

Maintain calendars and schedules of activities, meetings, interviews and appointments; coordinate activities with other departments, various Board and committee members, the public and outside agencies; maintain departmental bulletin board. **E**

Review materials for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records and reports; provide information and forms to the public; collect and process appropriate information. **E**

Serve as a receptionist; answer the telephone and provide information to students, other offices and the general public regarding the College's policies and procedures as required; provide information on classes, instructors and schedules. **E**

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; prepare requisitions for supplies and equipment for all specially funded projects; monitor and control expenditures. **E**

Exercise functional and technical supervision over clerical and secretarial staff and student assistants.

Perform related duties as assigned; duties performed at extension sites may be diverse and varied.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office procedures, methods and computer equipment.

Word processing methods, techniques and programs.

Correct English usage, spelling, grammar and punctuation.

Principles of budget administration.

Basic arithmetic.

ABILITY TO:

Learn, interpret and apply the policies and procedures of the District.

Learn class scheduling and academic requirements.

Perform general secretarial and clerical work including maintenance of appropriate records and compiling information for reports.

Work courteously with students and the general public on the telephone or in person.

Train clerical and student staff.
Participate in budget administration.
Operate a variety of office machines including a computer and applicable software.
Understand and follow oral and written direction.
Perform simple mathematical calculations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of responsible clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
1 b. Ability to stand for extended periods of time.
4 c. Ability to sit for extended periods of time.
4 d. Ability to see for purposes of reading printed matter.
4 e. Ability to hear and understand speech at normal levels.
4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
1 g. Ability to lift 10 lbs.
1 h. Ability to carry 10 lbs.
4 i. Ability to operate office equipment.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.