

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEPARTMENT ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide routine clerical services to College administrators, faculty and staff; provide staff assistance to departments.

DISTINGUISHING CHARACTERISTICS:

The Department Assistant I performs general and routine clerical duties in accordance with clearly defined instructions or established office procedures.

REPRESENTATIVE DUTIES:

Provide routine information on classes, instructors and schedules to other offices and the general public; issue, receive, type and process various applications, permits and other forms; prepare mailings; receive and sort mail. *E*

Perform a variety of work involved in student assistance, preparation of invoices, inventory, time cards, accounts and bank deposits and administration and scoring exams; coordinate the usage of campus computer hardware and software; respond to questions and provide assistance to students regarding testing practices and procedures or related issues and concerns. *E*

Maintain calendars and schedules of activities, meetings, interviews and appointments; coordinate activities with other departments, the public and outside agencies. *E*

Organize and maintain filing systems; maintain records related to area of assignment including employee, insurance and affirmative action records, job announcement, application, interview and student work experience files. *E*

Serve as a receptionist; answer the telephone and provide information to the general public regarding the College's policies and procedures as required. *E*

Maintain a variety of statistical information; type statistical reports as required. *E*

Prepare College testing materials; inventory and monitor supply levels; request testing materials as needed.

Perform other general clerical work; file, schedule appointments; order, distribute and maintain office supplies. *E*

Perform related duties as assigned; duties performed at an extension site 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.

ABILITY TO:

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

Perform general 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.

Operate a variety of office machines including a computer and applicable software.

Perform simple mathematical calculations.

Understand and follow oral and written direction.

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 one year 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 |

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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | h. | Ability to carry <u>10</u> 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.