

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEPARTMENT ASSISTANT II

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

The Department Assistant II performs typing and clerical duties involving independent judgment in the interpretation, application or modification of existing procedures and methods within well-defined guidelines.

REPRESENTATIVE DUTIES:

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

Type and proofread a wide variety of reports, letters and memos; type from rough draft, verbal instructions or transcribing machine recordings; compose routine correspondence related to responsibilities assigned; assist in gathering information for College, District and State reports. *E*

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

Perform a variety of work involved in student and employee assistance, preparation of invoices, preparation of payroll, inventory, time cards, accounts and bank deposits, and administration and scoring exams. *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 files, affirmative action records, worker's compensation files, job announcement, application, interview and fiscal files. *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 the general public regarding community college policies and procedures as required. *E*

Order, receive and process textbooks, materials and supplies for students and staff; process refunds; perform cashiering duties; process billing for outside agencies; balance and provide related sales reports. *E*

Process and verify financial aid, employment and student assistance program documents.

Exercise functional and technical direction over student assistants as assigned; assist in the selection of 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 and practices of record-keeping.

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.

Assist in budget preparation, monitoring and administration

Perform simple mathematical calculations.

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

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 two 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.

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.