# PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

# SENIOR CLERICAL ASSISTANT/TYPING

**(Confidential Salary Range 8) Job Code: 825**

**CLASS PURPOSE**

Performs a wide range of clerical duties which relieves the manager and other staff of details; assists and works under immediate supervision of Executive Assistant to the Vice Chancellor of Human Resources & Employee Relations.

# EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

* Types a variety of correspondence, memoranda, reports and other materials.
* Receives, opens and distributes mail.
* Receives and screens visitors and telephone calls and refers to appropriate staff members.
* Assists other managers and staff in the department.
* Orders supplies and pays bills and memberships.
* Establishes and maintains interrelated inventory systems and office filing systems.
* Operates and maintains a variety of modern office equipment including PC’s, related software programs, printers, typewriters, faxes and mainframe interfere systems required to provide responsive clerical support to the Vice Chancellor of Human Resources & Employee Relations office.
* Assists directly by performing functions related to a wide range of operational and other related services performed within Human Resources and Employee Relations.
* Gives out information in person or by telephone when judgment, common knowledge, and interpretation of policies and regulations are necessary.
* Performs other related duties as required.

# MINIMUM QUALIFICATIONS

1. Two (2) years of experience in general office clerical work; or an equivalent combination of training and experience that could likely provide the desired knowledge, skills and abilities necessary to perform the duties of the position.
2. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

**Knowledge of:**

* and proficiency in the utilization of standard office productivity software programs, email, personal computers, and other standard office equipment.
* customer service techniques.

**Ability to:**

* type accurately from clear copy. A word processing and/or spreadsheet skills assessment may be given.
* maintain confidentiality at all times, handle sensitive personnel matters, and respond to employee and public personnel inquiries with sensitivity, tact and diplomacy.
* Use correct English.
* meet deadlines and work under pressure, including the ability to perform and complete a high volume of work assignments with speed and accuracy, works cooperatively with others and shows courteousness and a high‐ level of professionalism when dealing with staff, managers and the public.

# ENVIRONMENTAL DEMANDS

* + Occasional work performed alone
  + Constant work around and with people

# PHYSICAL REQUIREMENTS

* + Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
  + Occasional lifting and carrying up to 15 lbs.
  + Occasional pushing and pulling up to 20 lbs.
  + Occasional twisting of body
  + Occasional use of manual dexterity
  + Occasional use of tactile acuity
  + Occasional use of visual acuity from a distance, with depth, and for color
  + Frequent work at a rapid pace
  + Frequent reaching, high, low, and level
  + Frequent audio acuity at all ranges, including speech
  + Frequent visual acuity for reading
  + Constant sitting
  + Constant use of clear oral communication

# TOOLS AND EQUIPMENT USED

Standard Office Equipment. Revised: 03/6/18 by NS