

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

STAFF ASSISTANT/STUDENT ACCESSIBILITY SERVICES (SEIU Local 1021 Salary Range 55) Job Code: 209

CLASS PURPOSE

Under general supervision of the Dean of Student Services and the direction of the Student Accessibility Services (SAS) Coordinator, the Staff Assistant performs technical office and clerical work, specifically to assist in the provision of services to students with disabilities and to facilitate communication among personnel employed within the various areas of SAS.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

The Americans with Disabilities Act (ADA) requires the district to identify the essential duties/functions of the position. 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.

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.

- Act as a technical resource person in the SAS department, performing a variety of technical and general office clerical duties.
- Maintains confidential filing systems and records of the SAS department, including intake forms, measurable progress forms, and Individual Education Progress forms.
- Assists SAS counselors with group orientation intake sessions.
- Orders and maintains inventory of SAS equipment and supplies.
- Enters confidential SAS data and keeps track of multiple SAS databases in the district mainframe for MIS and state reporting purposes for the SAS department.
- Performs general office duties, utilizing word processing, database management, and spreadsheet software applications (e.g., MS Word, MS Excel, MS Access, and MS PowerPoint).
- Maintains the SAS office calendar and schedules student appointments with SAS counselors and staff.
- Receives and screens calls, disseminates information, refers calls to appropriate staff, assists students in completing SAS intake forms.

- Ensures that the interoffice and outside mail is picked up and delivered.
- Ensures maintenance of a welcoming and organized atmosphere in the SAS area to include: Test proctoring, alternate media support and supporting students with learning disabilities.
- Provides registration and enrollment assistance to SAS students.
- Provides technical and clerical support with promotional and informational materials.
- Assists in the maintenance of budget records and reports, including budget books; prepares budget transfers and corrections; reviews, codes, and records hourly employee and student timesheets; prepares personnel action forms; and ensures all paperwork is processed in a timely manner.
- May supervise and train student employees.
- Operates a variety of modern office equipment, such as fax machines, copy machines, computers, electronic typewriters and printers.
- Attends various college and district meetings as it relates to disability of SAS issues.
- May be assigned special projects as needed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Three (3) years of clerical and technical general office experience; or an equivalent combination of training and qualifying experience that could likely provide the desired knowledge, skills, and abilities to perform the duties of the position.
- Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite, MS Word, Excel, Access, and PowerPoint, etc.) and the internet browser, websites, and email.
- Ability to type accurately from clear copy. A word processing and/or spreadsheet skills assessment may be given. A Personal Computer Assessment Certificate from public agencies and business schools will be accepted in lieu of taking the district's personal computer skills assessment provided the certificate is not older than one (1) year from the date the certificate was issued.
- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, faculty, and staff.

DESIRABLE QUALIFICATIONS

- Possession of an associate's degree or equivalent from an accredited college or university.
- Ability to communicate effectively, both orally and in writing, and handle confidential matters judiciously.
- Ability to establish and maintain cooperative relationships with those contacted in the course of work.
- Ability to exercise discretion and judgment when performing assigned work; ability to prioritize multiple tasks.

- Ability to operate adaptive equipment (i.e., a TTY).
- Ability to work effectively with a diverse student population and campus personnel.
- Ability to work under pressure and maintain a pleasant personality.
- Ability to understand and follow oral and written directions.
- Experience working in an educational or social service setting.
- Experience working with individuals with disabilities.
- Ability to demonstrate strong interpersonal skills using tact, patience and courtesy.
- Strong organizational skills and the ability to handle numerous tasks simultaneously, and complete assignments in a timely manner.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with people.

MENTAL REQUIREMENTS

- Flexibility or ability to respond to multiple demands.

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

- Computer and standard office machines and equipment.
- Multi-line telephones.
- Department-specific equipment.