

Cerritos College employs only individuals lawfully authorized to work in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee's identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

CERRITOS COLLEGE  
11110 ALONDRA BLVD  
NORWALK, CA 90650-6298

*Equal Opportunity Employer*

8/26/09

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# **Cerritos College**

## **Human Resources**

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**CLASSIFIED  
EMPLOYMENT  
OPPORTUNITY**



**INTERMEDIATE  
TYPIST CLERK**

**COUNSELING**

This position is open to full-time classified employees of Cerritos College only

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

### **DEFINITION**

This position reports to the Dean of Counseling Services. Under varying degrees of supervision, using knowledge of one or more related functions or services, performs varied and responsible clerical work, speed typing and related work as assigned.

### **EXAMPLES OF DUTIES**

- Types reports, correspondence, bills, vouchers, receipts, schedules, minutes, requisitions, notices, cards, statistical data, technical narratives, charts and tables. Types from rough draft or dictating machine records.
- Checks and tabulates statistical and financial data.
- Issues licenses and permits.
- Accepts payments and writes receipts for fees.
- Classifies and posts information.
- Accepts applications.
- Stores and issues supplies.
- Greets visitors and the general public. Answers inquiries or refers others to the proper organization unit or official.
- Makes appointments and travel arrangements.

- Tabulates, summarizes, and reports payroll data. Audits, balances, and checks invoices, purchase orders, and claims. Compiles figures on revenue or expenditures.
- Maintains inventory records.
- Maintains files and records, and recommends changes in filing systems.
- Gathers information on a variety of subjects and compiles financial, statistical, activity, and legal reports.
- Coordinates a variety of clerical assignments.
- Assists in training of new employees.
- Operates a variety of business and office machines including typewriters, personal computers, word processors, FAX machines, calculators, dictating and duplicating machines, automated office equipment and related software.
- Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

**Education and Experience** - Graduation from high school or equivalent. Any combination equivalent to two years of typing/office practice training and/or general clerical experience (with a minimum of six months of actual clerical experience).

**Knowledge and Abilities** - **Knowledge of:** office practices, procedures, and commonly used equipment. **Ability to:** maintain clerical records and prepare reports; learn and interpret rules, regulations, and instructions; spell and use correct grammar; work cooperatively with others; and type at a rate of 55 words per minute. (Typing test will not be administered.)

### **SALARY/FRINGE BENEFITS**

- Grade 23 on District Salary Schedule (\$2,818.00 - \$3,379.00/month).
- Health and welfare benefits include District paid medical/dental/vision benefits and employee life insurance (\$50,000).
- Participation in the Public Employees' Retirement System and Social Security.

### **CONDITIONS OF EMPLOYMENT**

- Hours: 10:30 am to 7:00 pm Monday - Thursday and 8:00 am to 4:30 pm Friday.
- This is a full-time 12 month classified position.
- Initial placement of employees on Classified Salary Schedule is at Step 1. After six months of successful job performance employee is placed on Step 2.
- Probationary employment period is six months.

### **APPLICATION DEADLINE**

This transfer/promotional opportunity will be open through **SEPTEMBER 9, 2009**.