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

Cerritos College
Human Resources

CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE TYPIST CLERK
COUNSELING

Equal Opportunity Employer
8/26/09

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

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.