**SELECTION PROCEDURE**
Following the closing date, applications will be reviewed to ensure accuracy and completeness, and to evaluate qualifications, etc. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for this position. Interviews will then be conducted by a selection committee for recommendation for employment.

For application/additional information:

**Telephone:** (562) 860-2451 x2284

**Web Site:** http://www.cerritos.edu

**Human Resources Hours:**
8:00 AM - 4:30 PM (Monday through Friday)
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 qualified people.

DEFINITION
Under general supervision, performs varied and responsible clerical work in the Admissions and Records Office; performs other related duties as assigned.

EXAMPLES OF DUTIES
- Processes requests for credit by examination, grade changes on student grade history records, and credit/no credit grade requests.
- Resolves discrepancies from computerized student information; researches errors on adds, drops and makes corrections.
- Makes student data changes throughout system.
- Codes and loads student applications.
- Processes and verifies student information.
- Composes original correspondence.
- Processes and enters into the computer, international student files, registrations for on-line and distance education courses, non-credit and adult education registrations, and forms for re-admission for academic and progress dismissal.
- Evaluates transfer credits from 2-year college transcripts and clears graduation petitions by checking and verifying completion of requirements for AA degree and certificate programs.
- Supervises the operation of registration stations.
- Distributes and checks student attendance and grade rosters, inputs final grades into the computer, and stores final rosters.
- Performs various clerical functions including tabulating and compiling data, typing, filing, sorting mail, and shredding documents.
- Provides assistance to students, faculty, staff and general public by telephone, on-line, or in person.
- Operates various office equipment including typewriter, calculator, computer, and peripheral equipment.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience - Equivalent to graduation from high school. Any combination equivalent to two years of typing/office practice training and/or general clerical experience with a minimum of one year actual clerical experience.

Knowledge and Abilities - Knowledge of: office practices, procedures and commonly used office equipment. Ability to: learn and interpret state and federal regulations, maintain complex clerical records and prepare reports, type 40 wpm, and work cooperatively with others.

CONDITIONS OF EMPLOYMENT
- Hours: 11:00 AM - 7:30 PM (Monday through Thursday), 8:00 AM - 4:30 PM (Friday).
- This is a full-time 12 month classified position.
- Initial placement of employees on District 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 PROCEDURE
For an application to be considered, a completed District Application Form must be received not later than 4:30 PM on JANUARY 27, 2010.

SALARY/FRINGE BENEFITS
- Grade 24 on District Salary Schedule ($2,886.00 - $3,456.00/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.

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298