SECRETARY CLERK
FACILITIES DEPARTMENT

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

1/20/10

Equal Opportunity Employer

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment 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 98-473).
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, perform a variety of clerical work involving several specific routines and broadly defined policies and procedures; to answer inquiries and complaints; and to do related work as required.

EXAMPLES OF DUTIES
- Performs secretarial duties for supervisor(s) to whom assigned.
- Types letters and forms, records and reports which require the use of some independent judgment.
- Checks and reviews a variety of data for completion and conformance with established regulations and procedures.
- Gives information involving facts and interpretations.
- Makes appointments.
- Answers inquiries about policies and procedures and explains regulations.
- Compiles information and prepares a variety of records and reports necessary to comply with college, state or federal regulations.
- Operates varied office equipment.
- Takes and transcribes dictation or transcribes from dictating equipment, correspondence, memorandums, reports and other materials.
- May take and transcribe minutes of meetings.
- Collects and is involved in assigning items to proper place, initiates requisitions for supplies and repairs.

- May compile data used for departmental budget estimates.
- Operates varied office equipment.
- Develops and maintains records.
- Operates various computer controlled and computer related equipment, such as computer terminal and related peripheral equipment, fax machines, etc.

EMPLOYMENT STANDARDS

Education and Experience: – Equivalent to graduation from high school. Any combination equivalent to two years of stenography/typing/office practice training and/or experience (minimum of one year of general clerical experience).

Knowledge and Abilities: – Knowledge of office practices, procedures and equipment. Ability to: spell and punctuate correctly; use good English; perform a variety of clerical duties; make comparisons and computations quickly and accurately; and establish and maintain effective working relationships with others.

Preferred: – Type from clear copy accurately at 50 words per minute. (Skills testing will not be required.)

SALARY/FRINGE BENEFITS
- Grade 27 on District Salary Schedule ($3,094.00 - $3,707.00/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: 8:00 AM - 4:30 PM (Monday through 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 that 4:30 PM on FEBRUARY 3, 2010.

HUMAN RESOURCES
CERRITOS COLLEGE
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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 final selection and recommendation for employment.