**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. Written and practical tests may be given. Interviews will be conducted by a selection committee for final selection and recommendation for employment.

For application/additional information:

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

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

**Human Resources Hours:**
8:00 AM - 5:00 PM (Monday through Friday)

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 99-603).
The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, veteran status, physical disability, mental disability, ancestry, sexual orientation, on the basis of these perceived characteristics, or on association with a person or group with one or more of these actual or perceived characteristics.

PROFILE

Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Annually, more than 1,200 students successfully complete their course of studies, and enrollment currently averages 23,000 students. Visit Cerritos College online at http://www.cerritos.edu/.

The Transfer Center is dedicated to supporting Cerritos College students in their transition to four-year colleges and universities. The transfer Admin Clerk III will work closely with the Transfer Center co-directors to assist in workshops, student counseling appointments, university fairs, coordination with campus representatives, campus tours, supporting transfer center agreements and helping coordinate the annual transfer celebration.

The Administrative Clerk III is the first point of contact for the office and assists and interfaces with students, staff, faculty, community and outside educational partners. The position requires strong verbal and written communication and organizational skills. The position also involves multitasking, attention to detail, accurate record and database keeping, preparation of data reports and maintenance of program websites. The candidate must take initiative and be able to work independently and prioritize his or her work to meet the needs of the office.

DUTIES AND RESPONSIBILITIES

A job description with duties and responsibilities, knowledge, skills and abilities for this classified position can be found on the Human Resources page of the college website at www.cerritos.edu/hr. Candidates are advised to review this job description.

EMPLOYMENT STANDARDS

Education and Experience:

The position requires a high school diploma and 4 years of general clerical and keyboarding experience in a customer service oriented environment. Additional post secondary education may substitute for some experience.

Licenses and Certificates:

May require a valid driver's license.

SALARY/FRINGE BENEFITS

- Grade 27 on District Salary Schedule ($3,246.00 - $3,889.00/month).
- Health and welfare benefits include District contribution for 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 - 7:00 pm (Monday - Thursday).
  8:00 am - 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 probationary employment, employee is placed on Step 2.
- Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before they are hired.

- This position is fully categorically funded and continued employment is contingent on continued funding.

APPLICATION DEADLINE

This position is open until filled, but the priority date for an application to be considered in the initial selection committee review is 5:00 PM on October 12, 2015. The position may close for consideration of applications on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials so that they are received no later than 5:00 PM on October 12, 2015. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

APPLICATION PROCEDURE

For an application to be considered, a completed District Application form must be received at the following address:

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