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 Classified Employment Application form must be received at the following address:

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

**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.

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).

**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)

**Counseling Department**

**Classified Employment Opportunity**

**Administrative Clerk II**  
(2 Positions)
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 the District shall provide equal employment opportunities to all applicants and employees without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, Vietnam-era veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on associating with a person or group with one or more of these actual or perceived characteristics. In fact, the college encourages applications from all segments of qualified people.

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 Administrative Clerk II will work in the Counseling Division under the supervision of the Dean of Counseling Services. The Counseling division office provides clerical support for the faculty, staff and students of Cerritos College and acts as a liaison between the one-stop Administrative Building units.

The Administrative Clerk II independently perform a wide variety of administrative and clerical functions to support the Counseling division and provide communication with many other campus offices. The successful candidates will be the first point of contact for the public, responsible for making counseling appointments, answering phones and providing clerical support to the Dean of Counseling Services and counselors. The Administrative Clerk II must communicate in a professional, courteous and efficient manner while working with faculty, staff, students and the general public on the phone, in person and in writing in a high volume environment.

The Administrative Clerk II will have extensive contact with administration, faculty, and students on a daily basis and will represent the Counseling Division in these interactions. The Administrative Clerk II will respond to phone calls and walk-in traffic, schedule appointments and provide information as needed in a high volume environment. The ability to tactfully, professionally and effectively communicate orally and in writing is essential to success in this position. The Administrative Clerk II must be able to work independently, prioritize work and meet deadlines even with frequent interruptions.

The work will require attention to detail, accuracy and the ability to proofread and multitask. The ability to use basic office technology and Microsoft Office software is essential in this position. Experience in a PeopleSoft environment is desired. Flexibility and maturity in dealing with people who may be demanding and/or under stress is needed to work effectively. The Counseling staff members work together collegially and support one another in a team environment. The Administrative Clerk II will be cross trained to provide assistance in all areas of the division.

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 or the equivalent, and 2 years of general clerical, record keeping, and keyboarding experience in a customer service oriented environment.

Licenses and Certificates:

May require a valid driver’s license.

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 6, 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 6, 2015. It is the applicant’s responsibility to ensure that all application materials are received.