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 then be conducted by a selection committee for final selection and recommendation for employment. The selection process

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).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

Cerritos College
Human Resources

CLASSIFIED
EMPLOYMENT
OPPORTUNITY

ADMINISTRATIVE
CLERK II

EQUAL OPPORTUNITY EMPLOYER

BUSINESS, HUMANITIES
AND SOCIAL SCIENCES
DIVISION

07/22/14
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. In fact, the college encourages applications from all segments of qualified people.

PROFILE

The Cerritos College Division of Business, Humanities, and Social Sciences (BHSS) offers general education and career technical courses. Under the general supervision of the division dean, the Administrative Clerk II performs a wide variety of secretarial and clerical support duties; acts as a liaison between college administrators and 15 reporting departments; organizes office activities, files, and coordinates communications for the administrative office; has computer access to student records and administrative files; performs word processing, spreadsheet and database functions; and performs related duties and responsibilities as required.

The Administrative Clerk II reports to the Dean of BHSS and supports the Dean in the administration of the Division and management of the personnel and facilities. The successful candidate will be responsible for:

- Coordinating issues involving personnel and facilities.
- Types letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts or verbal instructions. Prepares handbooks, brochures, and other program materials.
- Performs receptionist duties. Greets visitors, staff, or students in person or over the telephone, and ascertains the nature of their business and provides standard information related to area of assignment.
- Maintains records and files of documents ensuring that they are processed and readily accessible. Compiles various reports according to well-defined operating procedures.
- Initiates requisitions by accessing on-line purchasing programs.
- May receive, sort and distribute incoming mail. Composes routine correspondence independently as appropriate.
- The successful candidate will have strong interpersonal skills which enable the candidate to communicate clearly with division personnel, student and other members of the campus and the community at large. The successful candidate must be able to work independently and take initiative in completing work projects. Strong computer skills and attention to detail are important in this position. Experience in a PeopleSoft environment would be a plus. The ability to meet deadlines and to effectively multi-task is required. A genuine desire to help students and faculty at the college should be evident.

The candidate should be familiar with the complete job description which may be found at: www.cerritos.edu/hr.

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.

SALARY/FRINGE BENEFITS

- Grade 24 on District Salary Schedule ($3,028.00 - $3,627.00/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: 11:00 am - 7:30 pm (Monday - 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.

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 August 11, 2014. 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 August 11, 2014. 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

www.cerritos.edu/hr