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).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

Cerritos College
Human Resources

CLASSIFIED
EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE SECRETARY II
STUDENT AFFAIRS

Equal Opportunity Employer
07/24/14
The Administrative Secretary II has primary responsibility and accountability for administrative support duties for the Dean of Student Services. In addition, the position assists in the coordination of workflow and support activities for the Office of the Dean of Student Services. Further, the position performs other duties as assigned in accord with the assignment of an Administrative Secretary II.

**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 knowledge equivalent to an associate degree and two years of progressive administrative assistant/secretarial experience. Alternatively, may require one year of post-secondary education in a business profession and four years of experience. Additional administrative assistant/secretarial experience may substitute for some higher education.

**SALARY/FRINGE BENEFITS**

- Grade 34 on District Salary Schedule ($3,809.00 - $4,579.00/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: 8:00 am - 4:30 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 PROCEDURE**

Interested applicants must submit a completed District Classified Employment Application (www.cerritos.edu/hr/empopp.htm) to the following address by the application deadline.

**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 22, 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 22, 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.