Cerritos College  
Position Description

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<tr>
<th>Position: Administrative Clerk III</th>
<th>Salary Grade: 27</th>
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<td>BD: 07/18/12</td>
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**Summary**

Performs a variety of complex and responsible clerical, record keeping, profiling, and reporting or other support. Assignments are usually in a senior role at the large department level, or equivalent size of specialized department, or educational program.

**Distinguishing Career Features**

The Administrative Clerk III requires knowledge of the terminology, practices, and procedures of an area of specialization including sufficient knowledge of financial record keeping to monitor departmental/program budgets and/or grant performance against budgets. The Administrative Clerk III position may be used in a partial leadership or coordinating role, or in a more specialized capacity.

**Essential Duties and Responsibilities**

Specific duties may vary among departments and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties:

- Composes and types letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts, or verbal instructions. Prepares handbooks, schedules, brochures, and other program materials.

- Processes documents requiring knowledge of the special terminology, policies and procedures of department or area of specialized function such as contracts and vendor arrangements. Monitors budgets and contractual provisions.

- Performs analytical duties such as evaluating student profiles for specific programs (e.g., limited English proficient) by pre-screening registration materials, language assessment test scores, and other materials that would identify and profile student needs.

- Compiles statistical data, accounts for and posts financial transactions or other data, and maintains various department information in established data entry formats. Searches out information in departmental records and files.

- Maintains financial records for a fund or program with activities that include deposits, processing of expenditures, documentation of inventory, preparation of accounts receivable and donation requests, and preparation of mandated reports.

- Coordinates the workflow for a high volume customer-service oriented office. Serves as a resource for other Administrative Clerks, filling in to balance workload, solving difficult transactions, and researching files and records to resolve discrepancies.

- Greets visitors, staff or students in person or over the telephone, ascertains nature of business and provides standard information related to area of assignment.

- Provides assistance to students, including those with special needs. May introduce
students to other services and college support.

- Maintains records and files of documents processed for ready access and compiles various reports according to well-defined operating procedures.

- May receive from faculty, and prepare curriculum and other committee documents.

- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.

- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats. Extracts data from existing databases and converts to other formats.

- May update and modify web pages as approved by the supervisor.

- Participates and may coordinate basic registration activities such as those used for community education, child development, or emeritus courses.

- May assist with in-service training by compiling training materials, manuals, and visual aids. May schedule, coordinate, and proctor tests.

- Maintains confidentiality of information processed or received during the course of performing assigned duties.

- Assists and otherwise coordinates programs, workshops, meetings between program staff, administrators or the general public.

- May receive, sort and distribute incoming mail, make appointments and travel arrangements.

- May participate in selecting, training and assigning work to regular staff and part time student and temporary workers.

- Maintains currency of knowledge and skills related to the duties and responsibilities.

- Performs other related duties as assigned.

**Qualifications**

**Knowledge and Skills**

The position requires an in-depth working knowledge of the practices and techniques used in the assigned organization unit. Requires a working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of the procedures used in accounting, budget, purchasing, and payroll transaction processing, and statistical record keeping. Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and specialized database software used in education. Requires business mathematics skills to compute sums and statistics. Requires sufficient skill using the English language, grammar, spelling, punctuation, proofreading, editing, to prepare original correspondence. Requires sufficient human relations skills to
orient and train others, convey technical information to others, and present a positive image of the department and College.

- **Abilities**
  Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to learn, interpret, explain, and apply knowledge of College and department organization, operations, programs, functions, and special department terminology when performing assignments. Requires the ability to prepare financial summaries. Requires the ability to prepare presentation quality charts, written materials, and spreadsheets. Requires the ability to operate standard office machines and equipment, including typewriters, switchboards, copiers, calculators, word processors, printers etc. Must be able to maintain records and prepare reports. Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to maintain productive and cooperative relationships with staff, students, other organizations, and the public, exercising sensitivity to needs and courtesy.

- **Physical Abilities**
  Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to write and to read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about campus locations, and to reach work materials. Requires manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

- **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.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.