

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Staff Assistant III

Department: various

Location: District wide

Date: November 11, 2021

POSITION PURPOSE

Under the direction of an assigned administrator, this position performs difficult and diversified clerical and general typing duties involving the application of standard procedures to a variety of details requiring the use of discretion and judgement in support of the operations, preparation and maintenance of a variety of records and reports, or the academic professional staff of an administrative or program office. Responsibilities may include providing technical or functional lead direction to hourly or student assistants.

DISTINGUISHING CHARACTERISTICS

This is the advanced level in the Staff Assistant job series. Positions are responsible for the independent performance of the full range of general office clerical operations. The work requires a comprehensive knowledge of the functions and structures of the office, as well as a good knowledge of related functions, organizations and personnel of other offices and programs. The incumbents are responsible for planning and organizing the clerical work of the office as well as for establishing priorities and determining deadlines. Typically, incumbents are responsible for providing clerical support to several individuals in the office. These positions require utilization of an overall knowledge of the office operations in the preparation of reports, follow-up on action items, and anticipation of the potential impact of proposed procedural or administrative policy changes on the current clerical operations of the office. Day-to-day work is performed without instructions and is normally reviewed only in terms of overall accomplishments usually by academic or administrative members of the staff. Incumbents in this position at this level may also perform secretarial type duties and responsibilities in support of the head of the office in conjunction with the general office clerical work.

KEY DUTIES AND RESPONSIBILITIES:

1. Perform difficult clerical and analytical tasks requiring a thorough knowledge of program, department and college policies and procedures.
2. Receive, screen, review and verify a variety of correspondence, documents or applications.
3. Establish and maintain office files, reports, logs, accounts records and specialized or technical documents including employee time and assignment records, and a wide variety of correspondence and memoranda.
4. Search for, compile and post data for a variety of reports.
5. Provide a central source of information and assistance regarding the activities, policies and procedures of the area to which assigned.
6. Assist in planning and carrying out the activities and procedures of the office.
7. Maintain records, interpret data and prepare complex reports which may be semi-technical in nature.
8. Resolve questions. Refer questions with policy and procedure implications to supervisor.
9. Perform difficult typing such as financial or statistical reports, room and class schedules, lesson plans, information newsletters and other material requiring the use of independent judgment.

10. Handle physical arrangements and correspondence for group meetings on a regular basis.
11. Prepare invoices, receive and receipt payments, prove and balance receipts.
12. Develop forms, records, filing systems and procedures.
13. Coordinate assigned office functions and details with other departments, programs or outside agencies.
14. Maintain, compile, prepare and submit attendance and overtime records for payroll reporting.
15. Coordinate coverage for substitutes for instructional and/or classified absences; call substitutes, collect and complete necessary forms, and post canceled classes when no substitute can be located.
16. Maintain and update computerized cumulative files.
17. Tabulate and maintain daily and monthly attendance records utilizing State-mandated standards.
18. Maintain, sign-in sheets for evening and Saturday faculty; provide for and coordinate services for evening faculty.
19. Train and/or assign and check the work of a group of lower level clerical assistants.
20. Interview students to obtain basic personal, financial, medical and social data.
21. Conduct fire drills.
22. If assigned to the Child Development Center, provide first aid treatment for children until help arrives.
23. Compute and collect fees where standards and charges require some degree of judgment.
24. Interview students and parents to obtain basic personal, financial, medical, and social data.
25. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Organization, policies, procedures and operating details of the District, college and area to which assigned.
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3. Modern office methods, procedures and equipment including personal computers and related software.
4. Proper English usage, spelling, grammar and punctuation.
5. Record keeping principles and procedures.
6. Policies, procedures, organization and operating details of the department to which assigned.
7. Writing and composition of business letters.

Skills and Ability to:

1. Operate a computer terminal or related office equipment and software.
2. Train, plan and direct the work of other employees.
3. Interpret and explain District, college and program policies, rules and regulations.
4. Carry out oral and written directions independently.
5. Communicate orally in a courteous and effective manner.
6. Effectively interact with persons of diverse socio-economic and ethnic backgrounds.
7. Establish and maintain effective working relationships with those encountered during the performance of required duties.
8. Prepare and maintain financial and statistical records.
9. Work with a significant degree of independence in carrying out assigned duties and schedule work to effectively meet deadline and time schedules.
10. Work under pressure in offices that have heavy student and public contact.

Experience and Education:

1. Education equivalent to completion of the twelfth grade supplemented by specialized college courses.
2. Two years of experience performing general office clerical work.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Board Approved: format conversion
Salary Range: 64
EEO Category: 2B4 – Secretarial/Clerical