

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Senior Clerical Assistant

**Unit:** Office Technical

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**Job Code:** J1040  
**Original Date:** 01/1991  
**Last Revision:** 01/1991  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 18

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### **DEFINITION**

Under direction, perform a wide variety of complex clerical and typing duties requiring specialized knowledge in one or more specific functional areas; perform duties involving frequent and responsible contact with students, staff, and the public.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced level class of the clerical series. Positions allocated to this class are assigned duties involving the exercise of a greater degree of independent judgment, technical knowledge, and initiative with a minimum of direction and supervision. Incumbents are assigned primary responsibility for maintaining records and implementing procedures and may be assigned to perform all of the clerical duties for a "one-person" office. Incumbents are not required to take dictation but perform duties independently and must possess a thorough knowledge of District policies, rules, and regulations pertinent to the assigned program. Positions in this class may also be required to provide work direction to clerical personnel in a lead capacity. Incumbents are typically assigned specialized clerical duties requiring considerable knowledge of a subject area, such as timekeepers at college sites and continuing education centers or the responsibility for district-wide payroll assignment functions.

### **EXAMPLE OF DUTIES**

1. Plan, schedule, and perform a wide variety of difficult and complex clerical and typing work related to the specialized function to which assigned.
2. Conduct transactions with staff, students, or the public in matters requiring detailed knowledge of rules, procedures, policies, precedence, and activities.
3. Supply information regarding facts and interpretations of programs or District policies and procedures.
4. Perform a number of specialized functions within the assigned department or program, requiring considerable knowledge of the program, its policies, terminology, and clerical procedures.
5. Operate office equipment including microcomputer and mainframe computer terminals and related software as required.
6. Verify, compile, and record information for the preparation of reports and maintenance of filing systems; prepare records and reports based on data obtained from a variety of sources; process data in accordance with prescribed procedures.
7. May perform secretarial work, not involving dictation, for others as assigned; receive, open, stamp, and route mail; compose, prepare, and type correspondence independently or from oral instructions.
8. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge:**

Operations, procedures, and specific rules of the particular office to which assigned.  
Microcomputers and mainframe computer terminals.  
Computer software involving word processing, spreadsheets and databases.  
Modern office practices, procedures, and equipment.  
Record-keeping techniques.  
English usage, grammar, spelling, punctuation, and vocabulary.  
District organization, operations, policies, and objectives.  
Oral and written communications skills.  
Applicable sections of State Education Codes.  
Technical aspects of field of specialty.  
Interpersonal skills using tact, diplomacy and courtesy.  
Telephone etiquette and procedures.

**Skills and Abilities:**

Learn and interpret specific rules, laws, and policies and apply them in a variety of procedural situations.  
Perform responsible and difficult clerical work with accuracy, speed, and initiative.  
Operate modern office equipment including electronic telephones and high-speed copiers.  
Operate a microcomputer and business-related software involving word processing, spreadsheets and databases.  
Make simple arithmetic calculations.  
Operate office equipment, including computer terminal.  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Type at 45 words per minute.  
Work independently with little direction.  
Communicate effectively with others.  
Meet schedules and time lines.  
Plan and organize work.  
Train and provide work direction to others.  
Maintain records and prepare reports.

**Training and Experience:**

Any combination of training and experience equivalent to: graduation from high school and two years of increasingly responsible clerical and keyboarding experience. Some positions in this class may require clerical experience in area of assignment such as payroll or timekeeping.

**WORKING CONDITIONS****Physical Requirements:**

Category III

**Environment:**

Favorable, usually involves an office