

San Diego Community College District

NANCE CLASS SPEC

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Job Code: N1007

Original Date: 08/2008

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

Title: Student Aide I

Unit: Non-Academic/Non-Classified Service

FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general clerical work, including typing, filing, and posting information on records; answer the telephone; duplicate, assemble, collate, and staple material; receive, sort, and distribute mail.

DESIRABLE QUALIFICATIONS:

Knowledge of modern office practices, procedures, and equipment, including computer hardware and software; English usage, grammar, spelling, punctuation, and vocabulary; oral and written communications skills; and record-keeping techniques. Ability to perform routine clerical duties; make basic arithmetic calculations; demonstrate interpersonal skills using tact, diplomacy, and courtesy; communicate effectively both orally and in writing; understand and follow oral and written directions; establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Perform a variety of general clerical work including typing, filing, and posting information on records.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Operate standard office machines and equipment, including computer hardware and software.
- Receive, open, sort, and route mail.
- Manage calendars and set appointments.
- Duplicate, assemble, collate, and staple materials.
- Maintain files and records.