

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: OFFICE ASSISTANT III - UPWARD BOUND PROGRAM

BASIC FUNCTION:

The Office Assistant III will be working full-time for the Upward Bound Program. Under the direction of an assigned supervisor. Perform a wide variety of specialized and technical clerical duties independently; monitor and track information, including budget and expenditures; train and provide word processing and clerical support for the Program. The Upward Bound Program Office Assistant reports to the Upward Bound Program Director. This position is 100% federally funded.

REPRESENTATIVE DUTIES:

Provide clerical, word processing, and other computer services for the Program Director and staff.

Serve as a receptionist and answer telephones, providing information and assistance to administrative, academic and support staff and the general public; respond to electronic mail as appropriate.

Provide accounting services and maintain the ledger on expenditures for the Upward Bound Program.

Prepare, maintain and distribute a variety of financial, statistical or narrative documents, specifications, logs, records or reports related to assignments; assure appropriate or requested action by monitoring and following up as necessary.

Operate a microcomputer, facsimile machine, copier, calculator and other office equipment related to assignment.

Utilize the computer data retrieval system for processing student data and typing all Program letters, reports, and Program participants' rosters.

Schedule facilities, meetings or travel arrangements and maintain calendars; complete related reports as assigned.

Receive, open sort, route and distribute mail and faxes.

Assist the Program Director in maintaining and organizing all records and filing systems.

Review request information, appeal or action and determine appropriate course of action.

Will keep an inventory of all Program equipment; order, store and maintain office supplies; order forms and other items as required.

REPRESENTATIVE DUTIES: (continued)

Type correspondence, requisitions, memos, forms, reports and related material independently or from rough draft, copy notes or oral instructions, formal, proofread, edit, print, duplicate and distribute as appropriate.

Will develop and organize a library of college catalog and information, career information, and financial assistance information as trained or instructed.

Train and provide work direction to student or hourly workers as assigned.

Will update the program's database and collect all necessary data.

Will assume other responsibilities, which will evolve through the implementation of the Program, and will perform duties as assigned by the Program Director.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Budget Tracking and Monitoring

Operation of microcomputer equipment and word processing, database management and spreadsheet application software.

Operation of equipment, such as facsimile machine, copier and electronic telephones.

Correct English usage, spelling, grammar and vocabulary

Interpersonal Skills including tact, patient and diplomacy

Data entry techniques

Record keeping and filing methods

ABILITY TO:

Perform responsible and difficult clerical work with speed and accuracy

Learn, interpret, apply and explain rules, laws, policies and procedures and apply them with good judgement in a variety of procedural situations

Process documents accurately and in a timely manner

Maintain accurate records and database using microcomputers and peripheral equipment

Monitor complex budgets and tract expenditure

Carry out verbal and written directions independently\

Establish and maintain effective and cooperatively working relationships with others

Communicate effectively with frequent interruptions and stringent timelines

Apply and explain procedures and requirements for area of assignment

Collect, compile and analyze data

Make arithmetical calculations with speed and accuracy

KNOWLEDGE AND ABILITIES: (continued)

Operate office equipment such as microcomputer and peripherals, calculator, copier, and facsimile machine.
Train and provide work direction to others
Use word processing, spreadsheet and database management computer software effectively
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school including or supplemented by training in office practices and procedures and two years of increasingly responsible clerical experience involving public contact and microcomputer operations.

LICENSE AND OTHER REQUIREMENTS: Some positions in this class may be required to use oral and written abilities in a second designated language.

WORKING CONDITIONS: Duties are primarily performed in an office while sitting at a desk or computer terminal. Incumbents are subject to constant interruptions and noise for office equipment.

PHYSICAL DEMANDS: Incumbents regularly sit for long period of time, walk short distances on a regular basis; use hands and fingers to operate an electronic keyboard or other machines, reach with hands and arms, stoops kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information, see to read fine print and operate computer, and hear and understand voices over telephone and in person; lift and transport objects weighing up to 10 pounds.