

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: PRESIDENT'S OFFICE TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent/President or designee, perform a variety of complex clerical and administrative duties related to the District functions, clerical and receptionist duties for the President's Office. Perform specialized functions related to President's Office activities including assisting in scheduling appointments, assuring the confidentiality of sensitive information and compliance with applicable laws, regulations, policies and procedures. Perform assignments with accuracy, involving typing, filing, and maintaining records or reports. Act as Evening Resource Assistant in support of the District's Evening College functions, until evening Dean is hired.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of specialized clerical duties related to assigned area. Receive and screen phone calls and visitors for the President's Office; direct calls and visitors to appropriate personnel. Make phone calls to request, provide or verify information as directed. Prepare, type, proofread and duplicate a variety of items. Prepare, format, type and proofread a variety of written material such as letters, memoranda, reports, schedules, forms or other materials from straight copy, rough draft, and notes using a computer terminal.

Sort incoming and outgoing mail; prepare and process appropriate forms for insured, express, registered, certified and international mail and packages as required postal regulations and express carriers. Process outgoing packages for UPS, FedEx and other delivery services.

Maintain confidentiality of a variety of sensitive materials and information.

Provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed; facilitate in the scheduling of appointments, meetings, events, and other related activities; maintain various schedules and calendars. Schedule and confirm appointments and meetings. Assist the Executive Assistant in maintaining the President's calendar, and help on special projects as needed.

Perform clerical work of above average difficulty, such as posting records and consolidating data, making arithmetic computations and securing information from a variety of sources. Assist in filing of a variety of confidential files, documents, forms, records and reports. Assist in conducting research as requested; compile data and compose correspondence and reports.

Purchase standard goods and services as directed; research potential vendors and suppliers, obtain and review catalogs, and obtain information concerning price and availability of products from local and state agencies. Order, store, inventory and distribute office supplies.

Assist in providing work direction and guidance to student personnel; verify the accuracy and timeliness of work performed by assigned personnel.

Prepare and maintain comprehensive records related to purchase orders, special orders and supply orders, retrieve and edit data and generate reports as required including budget activity and student FTES reports.

Post, monitor and track invoices and other expenditures; process budget/expense transfers; prepare requisitions, check requests.

Assist in arranging travel, schedule appointments, answer telephone calls and refer to appropriate staff members.

Create agendas, take minutes, and maintain records for the Administrative Council as needed.

Design, print and distribute event flyers and invitations.

Operate a variety of office equipment including calculator, copier and computer; printer, facsimile machine and others. Operate personal computer using word processing, spreadsheets and other software. Update and revise computer records and information.

Attend workshops, conferences and other training sessions involving the President's Office as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Recordkeeping techniques.

Telephone techniques and etiquette.

Customer service and basic public relations techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Data entry techniques.

Oral and written communication skills.

**ABILITY TO:**

Assist in the organization and coordination of day-to-day activities of the office.

Learn, interpret and apply rules, regulations and policies regarding the community college.

**ABILITY TO:** (continued)

Operate office equipment including computer, scanner, calculator, and copier.

Operate a computer keyboard at an acceptable rate of speed.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Work confidentially with direction.

Meet schedules and timelines.

Complete work with frequent interruptions.

Operate a motor vehicle.

Use Microsoft Office (Word, Excel, Outlook)

**EDUCATION AND EXPERIENCE:** Any combination equivalent to graduation from high school including or supplemented by course work in secretarial sciences and two years of increasingly responsible secretarial or office experience involving the operation of microcomputer using word processing, spreadsheet and data base management applications software.

**LICENSE AND OTHER REQUIREMENTS:** Valid California driver's license.

**WORKING CONDITIONS:** Duties are primarily performed while sitting at a desk or computer terminal. Incumbents are subject to contact with students, staff and the public. Frequent interruptions, noise from talking, office equipment operations, and contact in person and on the telephone.

**PHYSICAL DEMANDS:** Must sit for long periods of time, use hands and fingers to operate a keyboard other office machines, reach with hands and arms or kneel or crouch to file, see clearly to read fine print, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds. Must travel to other offices or locations to attend meeting or to pick up or deliver materials.