MT. SAN ANTONIO COLLEGE
JOB DESCRIPTION

Job Title: Clerical Specialist
Range: A-69
Date Revised: 9/20/13
Date Approved: 9/23/13

PRIMARY PURPOSE
Performs a wide variety of clerical and administrative responsibilities within a department, operating within a framework of established procedures. Work is varied in nature, depending upon area served, and incumbent must use working knowledge of technical subject matter and functions of the office. May hire and supervise student workers. Is responsible for organizing and maintaining files and records, processing applications, forms and documents, processing requests from students e.g., transcripts, mailing correspondence; scheduling and changing meetings and appointments, directing and scheduling work of student workers, ordering routine supplies and monitoring budget expenditures under direction. Other decisions, such as processing students with special circumstances or requests, ordering special office supplies and equipment, and questions regarding policy resolution, are referred to a higher authority.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Inputs data into computer mainframe e.g., class curriculum, schedules, student and faculty information; develops special statistical reports based on information.
2. Types business correspondence, memos, forms, department minutes, agendas, etc.
3. Answers questions and provides information to students, faculty, public, etc. regarding programs, school policies and procedures and regulations over telephone and in person; directs more complex inquires to appropriate department or individual.
4. Maintains and organizes files and records.
5. Schedules meetings and arranges appointments.
6. Assign classrooms to faculty; reserves conference rooms for meetings.
7. Assures timely distribution of reports, agendas, minutes and reports; collects, complies and disseminates materials.
8. Processes and distributes mail.
9. Performs related duties as assigned.
OTHER FUNCTIONS

WORKING RELATIONSHIPS
The Clerical Specialist maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

EDUCATION AND EXPERIENCE
High school diploma or equivalent; A.A. degree may be preferred for some departments. 1 to 3 years directly related experience, depending on department. Some departments may require certain certificates and licenses i.e., Notary Public.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of District policies and procedures.
Knowledge of standard office procedures and correspondence formats.
Knowledge of various software applications e.g., Microsoft Office and WordPerfect.
Knowledge of computer mainframe data entry.
Ability to type minimum of 45 Net WPM.
Ability to use 10-Key calculator by touch.
Ability to use strong basic math skills.
Ability to work in a variety of specialized office equipment i.e., personal computers, copiers and fax machines.
Ability to communicate effectively, both orally and in written English.
Ability to establish and maintain effective working relationships with others
Ability to utilize professional telephone skills.
Ability to work independently.

LICENSES AND OTHER REQUIREMENTS:
• The incumbent may periodically be required to get to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment

PHYSICAL DEMANDS:
• Dexterity of hands and fingers to operate a computer keyboard
• Seeing to read a variety of materials
• Sitting for extended periods of time
• Hearing and speaking to exchange information and make presentations

Reasonable Accommodation shall be provided as required.

POSSIBLE HAZARDS:
• Extended viewing of computer monitor