STATE CENTER COMMUNITY COLLEGE DISTRICT
ELIGIBILITY/ASSESSMENT ASSISTANT

DEFINITION

Under general direction performs a variety of difficult and specialized clerical duties and records maintenance functions.

DISTINGUISHING CHARACTERISTICS

This classification performs complex clerical duties in accordance with general instructions or established office procedures. This is a senior level position that differs from lower levels in the series by the complexity and ongoing nature of the assignments. This position may involve lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of clerical work, including preparing formal certification documents while complying with JTPA (Job Training Partnership Act) guidelines; collecting and verifying supporting source documents; providing general information regarding program objectives, services and requirements; referring ineligible applicants to other resources; maintaining ineligible applicant files for reporting and future follow-up; evaluating applicant’s “ability to benefit” and determining appropriate services; participating in the development of Individual Services Strategies and Individual Retaining Plans; assessing limited supportive services needs and providing them when necessary; typing, filing, records maintenance; use of computer to input and retrieve data to produce reports; scheduling and canceling appointments and meetings; preparing Skills Training contracts and On-The-Job Training Agreements for Services Representatives; maintaining central filing of client records and documentation; composing correspondence, operating a variety of office machines including copiers, calculator, folding machines, etc. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Considerable, responsible clerical work experience in a records management environment and experience working in a public employment/human services program or agency.

Knowledge and Abilities: Knowledge of employment and training program criteria and systems, including JTPA (Job Training Partnership Act) regulations; computer applications and operations including word processing, spreadsheets, and databases; funding statutes, regulations, policies and procedures as prescribed by federal, state, county and local governmental agencies. Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others.

Approved: August 17, 1998
Salary Range: 48
Revised by PC August 21, 2012