STATE CENTER COMMUNITY COLLEGE DISTRICT
OFFICE ASSISTANT I (HMONG LANGUAGE)

DEFINITION

Under direction performs general clerical work including typing, filing, maintaining records and answering phones.

DISTINGUISHING CHARACTERISTICS

This classification performs general and routine clerical duties in accordance with clearly defined instructions or established office procedures. This is an entry level position that differs from higher levels in the series by the responsibility for or limited variety of activities, work being more closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Performs a wide variety of clerical work, including typing, proof-reading, filing, checking and recording information on records from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: None required.

Knowledge and Abilities: Must be proficient in the spoken and written language of Hmong. 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.