STATE CENTER COMMUNITY COLLEGE DISTRICT
OFFICE ASSISTANT III

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 typing, filing, records maintenance, use of computer to input and retrieve data to produce reports, scheduling and canceling appointments and meetings, composing correspondence, maintaining supplies inventory, providing information to other staff and public. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Assist in the development of forms, office procedures and promotional brochures. 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 or informal education equivalent to completion of the twelfth grade.

Experience:  Considerable, responsible clerical work experience in a records management environment.

Knowledge and Abilities:  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 workflow. 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.