



**TITLE: Clerical Assistant, SRJC Foundation**

**CLASSIFICATION: Classified**

**SALARY GRADE: G**

**JOB DESCRIPTION:**

Under supervision, perform a wide variety of clerical work involving several specific routines and broadly defined policies and procedures; may supervise and organize the work of student employees.

**SCOPE:**

The Clerical Assistant/Foundation exercises independent judgment in the interpretation and application of standard practices and procedures within assigned area; handles routine to complex matters; may assist in the orientation and on-the-job training of student employees.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Assists students, staff and the public and refers to appropriate area/department if needed.
2. Serves as a receptionist for SRJC Foundation; answers and routes incoming calls and takes messages; provides receipts for funds dropped off for deposit; greets guests; performs opening and closing office tasks.
3. Performs routine administrative tasks and special projects under direction of supervisor; maintains office calendars: vacation, staff work schedule calendars and meeting room calendar; maintains the list of monthly staff meetings, facilitators and share participants; orders office supplies; schedules rooms and catering for Board and Committee meetings.
4. Keyboards letters, schedules, memoranda, forms, and other materials from rough drafts, notes or verbal instruction; distributes meeting agendas with direction from the Executive Director to Board; distributes annual meeting calendars to Board.
5. Answers routine questions and provides accurate information concerning standards, procedures, and programs
6. Performs data entry in computerized fundraising system; maintains routine informational spreadsheets; de-duplicates records; updates constituents with new contact information or business addresses; adds new graduates to the database; updates deceased constituents from obituaries; maintains spreadsheets to track alumni projects as assigned
7. Photocopies printed documents; sends and receives faxes.
8. Maintains and updates routine departmental records and filing systems; scans paper files to digital records; maintains and updates Board and Committee member rosters; maintains and updates attendance (RSVP) list for Board meetings.
9. Sorts and distributes departmental or District mail; coordinates bulk mailings; compiles monthly alumni membership mailings to new and lapsed members.
10. May supervise and organize the work of student employees.

**ABILITY TO:**

Perform clerical work efficiently according to established procedures; keyboard with accuracy and efficiency from clear copy or handwritten notes, or verbal instruction; communicate effectively in English; meet with the public tactfully and courteously to answer questions over the counter and by telephone; follow and understand oral and written directions; sort and file materials alphabetically, numerically, and chronologically; learn and interpret rules, regulations, and instructions; interact with the public in a helpful, courteous and friendly manner; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Modern office methods and practices; current office equipment, technology and standard office productivity software; proper reception and telephone etiquette.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Graduation from high school.

*Preferred:* Completion of an administrative assistant certificate (or equivalent coursework).

**EXPERIENCE:**

Previous clerical and/or office support experience.