INTERMEDIATE CLERK II
Community Education Center
Classified Represented Position
100%-12 Months
#035

FINAL DATE TO SUBMIT THE DISTRICT APPLICATION AND ALL SUPPORTING DOCUMENTS
June 21, 2016 BY 5:00 PM

Monthly Salary Range: $3,299.88 - $4,211.57 (Starting Salary $3,299.88)
Contingent upon categorical funding

Hours/Days to be worked: Monday-Friday between 8:00 a.m. and 4:30 p.m.

NOTE: This position is located in the Noncredit Division at the Community Education Center (CEC) which is located at 3035 East Foothill Boulevard in Pasadena, CA, 91107-3106. It is approximately 2 miles east of the PCC main campus.

We are looking for candidates who have the desire and ability to create a welcoming work environment that positively engages and impacts our diverse workforce and student population. Our goal is to create an inclusive working environment of collaboration, transparency, support, and shared leadership among all constituency groups: faculty, staff, administration, and students. We are looking for candidates who share the District’s vision and willingness to ensure equal employment opportunity, will assist in creating an environment that is welcoming to all, and that will foster diversity and promote excellence.

DEFINITION:
Under general supervision, perform a variety of clerical duties of above-average difficulty which require learning specific policies and practices and selecting the procedures to use for specific cases; type with accuracy and speed; and do related work as required.

EXAMPLE OF DUTIES (ILLUSTRATIVE ONLY):
Duties may include but are not limited to the following:

- Establishes priorities and performs all the clerical tasks and services related to an office or function.
- Maintains records; files and retrieves.
- Gives information on an aspect of a complex matter orally and in writing; contacts various individuals and groups to facilitate communications.
- Compiles data from a variety of standardized sources and makes list, reports, or tabulations.
- Checks data for completeness and for compliance with criteria.
- Operates office equipment such as typewriters, duplicators, calculators, telephones, and word processors.
- Enters and retrieves data from computer.
- May supervise clerical and student assistants or help them follow policies and procedures.
- At the request of a supervisor, shall perform a variety of unscheduled duties normally and traditionally performed by an Intermediate Clerk II.
KNOWLEDGE OF:
Knowledge of office methods and procedures.

ABILITY TO:
• Follow a variety of procedures of above-average difficulty,
• Type with accuracy and produce letters and reports with reasonable speed,
• Learn to operate business machines,
• Communicate orally and in writing,
• Spell correctly and use good English grammar,
• Keep information and materials confidential,
• Work effectively with others, to work in a multi-ethnic environment,
• Function without constant direct supervision,
• Handle heavy public contact.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
• Any combination equivalent to graduation from high school and two years of general clerical experience.

PHYSICAL ABILITIES:
Seeing to inspect written documents, communicate with District staff, sitting for extended periods of time, bending, kneeling and reaching to retrieve and file records, and dexterity of hands and fingers to operate a keyboard and other office equipment.

ENVIRONMENTAL ELEMENTS:
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PROBATIONARY PERIOD:
One year.

SALARY AND BENEFITS:
Salary and other terms of employment are competitive. Placement is at Range 36 on the District Classified Represented Salary Schedule which is available online at http://www.pasadena.edu/hr/documents/1516T3.pdf
Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:
• Successful completion of background and fingerprint clearance and TB screening.
• Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
• Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
• Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Applicant Tracking System (ATS) at www.pasadena.edu/hr/. Applications completed and received by June 21, 2016 at 5:00 p.m. will receive full consideration.

Please keep in mind the following:
• If you do not follow the process or your application/resume is incomplete, your information will not be processed.
• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
• Positions are full-time (100%) and “open until filled,” unless otherwise stated.

SUPPORTING DOCUMENTS:
For full consideration, applications MUST include all items in the order listed below. An incomplete application packet will not be accepted.
1. Cover letter
2. Professional resume
3. Typing certificate (see below)
4. Other information considered pertinent to the application (optional)

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.
SKILLS AND CERTIFICATIONS:
Computer Keyboard Skills 45 net words per minute. A current Typing Certificate at 45 net words per minute (issued within the last twelve months) from an accredited business school, adult school or employment agency MUST be submitted with the application.
The certificate MUST contain:
• Agency’s official emblem
• Name of applicant
• Number of net words per minute
• Number of errors
• Date of certificate
• Signature of person certifying the certificate
• Address and telephone number of agency
It is the responsibility of the applicant to ensure that certificates issued by any agency meet the requirements stated above.

ABOUT THE DISTRICT:
Established in 1924, Pasadena City College has been serving the San Gabriel Valley for 90 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 72 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. 80% of our students receive the Board of Governor’s Fee Waiver which is based upon the federal poverty guidelines. PCC is accredited by the Accrediting Commission for Community and Junior Colleges. For more information, go to www.pasadena.edu.

MISSION:
The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

ADDITIONAL INFORMATION:
The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District will not sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer