ADMISSIONS AND RECORDS CLERK I - TWO POSITIONS

Community Education Center
Classified Represented Position
100%-12 Months
#044

The final date to submit all supporting documents is 5:00 p.m. on Tuesday, June 23, 2015
Monthly Salary Range: $2,817.91 - $3,596.46 (Starting Salary $2,817.91)
Hours/Days to be worked: Monday-Friday between 10:00 a.m. and 6:30 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.

DEFINITION:
Under general supervision, to keep up permanent records files; to perform a variety of clerical duties of average difficulty which requires learning and applying specific policies and practices; and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY):
Duties may include but are not limited to the following:

- Performs clerical duties applying learned procedures and practices and keeps records. New procedures and guidelines are developed by supervisors and must be learned.

- Refiles documents after their use by the Admissions and Records personnel, the Computer Liaison personnel, or Counselors.

- Makes “unofficial” copies of student records for student petitions, graduation petitions, certificates of achievement, counselors’ use in student counseling appointments, and for various departments which have need of information for scholarships, etc.

- Pulls permanent records for current and former students.

- Maintains file for returning students.

- Corrects and updates files.

- Helps at counter in admitting students, during peak times.

- Enters information into computer terminal.

- At the request of a supervisor, shall perform a variety of unscheduled duties normally and traditionally performed by an Admissions and Records Clerk I.

EDUCATION AND EXPERIENCE:
Any combination equivalent to graduation from high school and one year of clerical experience.

DESIRABLE QUALIFICATION:

- Experience with noncredit positive attendance reporting, and/or

- Experience working with off-site registration procedures.
KNOWLEDGE OF:
• Office practices and procedures.
• Good English grammar, usage and spelling.

ABILITY TO:
• Learn specific practices, procedures and office routines.
• Communicate orally with the public in giving and obtaining information.
• Establish and maintain effective working relationships.

PHYSICAL DEMANDS:
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

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.

SKILLS:
• Ability to type 35 net words per minute.
• A current Typing Certificate at 35 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.

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 may apply for a position from any computer with Internet access. All materials must be submitted electronically through PCC’s Applicant Tracking System (ATS) at www.pasadena.edu/hr. Only completed applications will receive full consideration. A completed application is one that includes all required supporting documents and is submitted by the final filing day of June 23, 2015.

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 Applicant Tracking System (ATS), all hiring decisions are made by a hiring committee.
• Positions are full-time (100%) and “open until filled,” unless otherwise stated.
• The college president will conduct a final interview and recommend a candidate to the Board of Trustees.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete.

If you require assistance, please contact the Human Resources office at 626.585.7388 via email at hrgeneral@pasadena.edu. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.
SUPPORTING DOCUMENTS:
For full consideration, all of the following must be submitted along with the online application. **An incomplete application packet will not be forwarded to the hiring committee for review.**
1. Cover letter
2. Professional resume
3. Typing certificate
4. Other information considered pertinent to the application (optional)

Note: Before you submit your application, please compare the list of uploaded documents to the list of required supporting documents identified in the job announcement. It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted by the final filing date. 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.

ABOUT THE DISTRICT:
Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 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. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and 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