

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971
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OFFICE ASSISTANT II - ISP

DEFINITION:

Under the general supervision of the Assistant Dean of Instruction and the Vice-President of Instruction, this position includes providing general clerical support to the Incarcerated Students Program (ISP) Office, processing incoming and outgoing mail, managing printing services, and performing related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Office Assistant II position is a fully qualified, journey level class of the office assistant series, competent to perform a variety of office support and clerical duties. This position assists staff in the Incarcerated Student Program with maintaining office functions and program processes, and a safe and productive educational and working environment. Positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

CLASSIFICATION:

- FTE: 1.0 (40 hours per week) / 12 months
- FLSA Non-Exempt
- Classified – CSEA
- Date Modified: January 2023
- Categorical (grant) funded – continued employment contingent upon continued funding

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Performs a variety of office support duties related to ISP;
- Composes correspondences, reports, forms and specialized documents;
- Proofreads and reviews materials and reports for clarity and accuracy, completeness, and compliance with departmental policies, and makes corrections as needed;
- Enters and retrieves data from an databases and record keeping systems, following established formats;
- Gathers and compiles information and data to complete and process various routine forms, records, and applications;
- Maintains records and forms, such as time records, purchase requisitions and orders, and others specific to the organizational unit;
- Orders office supplies;
- Posts and transcribes data, prepares and updates a variety of reports, which may require the use of routine calculations;
- Establishes and maintains office files;
- Assists with postal operations: opening and distributing mail, processing outgoing mail.

Knowledge of:

- Basic office practices and procedures, including filing and the operation of standard office equipment;
- Correct English usage, including spelling, grammar, and punctuation;
- Business letter writing and the standard format for materials and correspondences;
- Policies, procedures, processes and forms related to the department to which assigned;
- Basic business data processing principles and the use of word processing equipment.

Skill in:

- Working, collaborating, and communicating professionally and effectively with coworkers and the public;
- Understanding and carrying out oral and written instructions;
- Organizing and accurately maintaining records and files;
- Calculating numbers with accuracy;
- Performing detailed clerical work accurately;
- Maintaining attention to detail in busy office setting;
- Composing routine correspondences;

- Using initiative and thoughtful independent judgment within established guidelines;
- Operating standard office equipment including a word processor and centralized phone equipment;
- Prioritizing work and coordinating several activities simultaneously.

Ability to:

- Learn specialized processing, procedures and office support tasks related to the ISP office.

MINIMUM QUALIFICATIONS:

- Specified positions must possess a valid California driver's license and have a satisfactory
- Work hours may include shifts outside of typical business hours

DESIRABLE QUALIFICATIONS:

- Equivalent to graduation from high school, with coursework or practical experience in typing.
- Two years of general clerical or office assistant experience at a level equivalent to the College's Office Assistant I.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties may include, depending on the area to which assigned:

- Vision sufficient to read computer screens, and handwritten and printed documents.
- Manual dexterity to operate computer keyboards, and manipulate papers.
- Speech and hearing to obtain and relay information.
- Bending, reaching and lifting up to 35 pounds to maintain supply stock and obtain or replace files and records.

This work is typically performed in an office setting but may involve limited exposure to elements in picking up or delivering materials, and/or environmental exposures unique to a particular departmental setting, such as limited exposure to fumes associated with a particular process.