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|  FEATHER RIVER COMMUNITY COLLEGE DISTRICT 570 Golden Eagle Ave., Quincy CA 95971 (530) 283-0202, ext. 257www.frc.edu |

**SENIOR OFFICE ASSISTANT I - CDC**

**DEFINITION:**

Under general supervision, to provide a variety of complex and responsible clerical support for the college's child development center; and to perform related duties as assigned.

**CLASSIFICATION:**

* FLSA Non-Exempt
* Classified – CSEA
* Date Modified: October 2010

**DISTINGUISHING CHARACTERISTICS:**

This job is distinguished from other clerical jobs by responsibility for providing the clerical support for the child development center (CDC).

**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.

* Prepares a variety of complex reports to the California State Department of Education Child Development Division. These include the monthly population data collection report and in conjunction with the Director, the monthly Attendance Report. For the Child Care Food Program there is a monthly data collection report
* Calculates sliding scale fees for parents and prepares monthly billing statements. Prepares a fee report of payment reimbursements for the Business Office
* Is responsible for various CDC program and office needs, including preparing the weekly attendance sign- in sheets, petty cash, maintaining the CDC waiting list, staff meeting minutes, and update parent and child schedules. In conjunction with the Director, review family and staff files
* Serves as a telephone receptionist; screens and routes calls and messages to the staff.
* Provides information and a variety of assistance to parents and staff such as registration requirements, completing hire forms, and explaining State and CDC regulations
* Uses a variety of computer skills for reports and correspondence
* Tracks and maintains records of the CDC expenditures. Reviews and verifies budget codes, purchase requisitions, and invoices. Identifies discrepancies and works with college staff/departments to resolve them. Keeps Director informed of accounts status.
* Assists Director with annual Budget preparation
* In the absence of the Director, makes independent decisions within State and FRC regulations on a variety of matters pertaining to the CDC

Knowledge of:

* Modern office methods, procedures and equipment, including filing and the operation of standard office equipment
* Basic computer operations and the use of word processing and database software
* Basic business arithmetic and clerical accounting procedures
* English grammar, spelling and punctuation
* Formats and standards for typed and word processed materials

Skill in:

* Operating standard office equipment including computers
* Typing accurately at a rate sufficient to ensure successful job performance
* Establishing and maintaining effective working relationships with those contacted in the course of the work
* Understanding and carrying out oral and written instructions
* Establishing and maintaining filing systems
* Preparing and maintaining records and data; reviewing and verifying basic accounting data
* Reading and interpreting rules, policies, and procedures
* Using initiative and sound independent judgment within established guidelines
* Prioritizing work, handling multiple concurrent activities, and maintaining attention to detail despite frequent interruptions

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

* Completion of high school
* Two years of responsible general clerical experience

**PHYSICAL CHARACTERISTICS**: The physical abilities involved in the performance of essential duties are:

* 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 performed in an office and child day care setting.