

ORANGE COUNTY CLASS SPECIFICATION

TITLE: COLLEGE AUXILLIARY OFFICE ASSISTANT **GRADE:** 99

TITLE ABBREVIATION: COLL AUX OFF ASSIST **TITLE NO.:** 6181

JURIS.CL: **SALARY CODE:** **UNIT:** **EEO CODE:** **FLSA CODE:**

DEPARTMENT: ORANGE COUNTY COMMUNITY COLLEGE **DIVISION:** VARIOUS

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing relief/support clerical assistance to various divisions within the Orange County Community College on a temporary basis during times of increased work load or during absences in key positions. The work involves performing clerical duties routine to the division assignment. Ordinary skills of communication and judgment are exercised. Work is performed under direct or general supervision, and does not require supervision of other employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Sorts and files routine correspondence and/or related documents;
2. Answers phone and refers callers to appropriate divisions;
3. Assists in preparation of routine reports;
4. Operates simple office equipment such as calculators, mimeograph, duplicating, and/or metered mailing machines;
5. Makes simple entries onto office documents, record, bills, etc.;
6. May perform occasional typing duties which do not require a certified degree of proficiency;
7. May receive, sort, and distribute incoming correspondence;
8. May act as receptionist/telephone operator and provide routine assistance for inquiries or refer inquiries to appropriate staff;
9. May operate computerized information/word processing systems;
10. May perform clerical activities related to student registration;
11. May perform duties of a Notary Public.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office practices, procedures, terminology and equipment; ability to follow oral and written instructions; ability to adapt to varied work environments; ability to get along well with others; clerical aptitude; dependability; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: NONE

NOTE: When assigned to Notary public duties, requires a qualified Notary Public.

ADOPTED: