Employment Opportunity

Office Specialist
Office of the V.P. of Instruction (60% assignment) - - CL14-06

Apply by: Tuesday, February 18, 2014

About the position: The currently advertised part-time (60%) assignment will perform duties for the Office of the Vice President of Instruction in Aptos. An Office Specialist position eligibility pool may be established in order to fill other part-time or substitute assignments.

Examples of Duties: Under general supervision of the Vice President of Instruction:
- Performs difficult, complex and specialized office support work, which may require the exercise of judgment, the application of specialized skills and a knowledge of detailed or specialized activities related to the Office of Instruction
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports
- Receives and screens visitors and telephone calls; refers calls to the appropriate person or personally handles call
- Provides information to the public, students and College staff that requires the use of judgment and the interpretation of policies, rules or procedures
- Makes arithmetic or statistical calculations
- Organizes, maintains and purges various files
- Maintains records and identifies and resolves discrepancies, including financial or bookkeeping records
- Types or word processes correspondence (e.g. letters, emails and narrative reports), reports, forms, and specialized documents from drafts, notes, dictated tapes, or brief instructions, using a typewriter, word processor or computer
- Reviews, proofreads and checks reports and materials for accuracy, completeness, and compliance with departmental policies and regulations; makes corrections as required
- Operates standard office equipment, including a computer; enters and retrieves data and prepares reports using various software such as word processing, spreadsheet, and database (e.g. Microsoft Word, Excel, Access)
- May train others in work procedures or direct the work of others on a project or relief basis
- Performs related duties as required or assigned

Minimum Qualifications: Equivalent to graduation from high school and three years of general clerical support or office assistant experience. Please note: College, business or technical school coursework in an appropriate field may be substituted for one year of the experience outlined above.

Knowledge of:
- Principles and terminology of the Office of Instruction
- Office administrative practices and procedures, including filing and the operation of standard office equipment
- Basic business data processing principles and the use of word processing or personal computing equipment
- Policies and procedures related to the Office of Instruction
- Proper format for typed materials
- Business mathematics, including percentages and decimals
- Correct English usage, including spelling, grammar and punctuation
- Recordkeeping principles and procedures

Skill in:
- Performing specialized and complex office support work
- Organizing, prioritizing and coordinating work activities
- Reading, interpreting and applying rules, policies and procedures
- Organizing, researching and maintaining office files
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Composing routine correspondence from brief instructions
- Making mathematic calculations with speed and accuracy
- Using initiative and sound judgment within established guidelines
Skill in (continued):

- Operating standard office equipment, including a word processor, personal or on-line computer and various software such as word processing, spreadsheet, and database (e.g. Microsoft Word, Excel, Access), and centralized telephone equipment
- Ability to type or operate a keyboard with sufficient speed and accuracy to enter data and produce finished documents

Salary: *$1,596 to $1,759 per month to start; seven step schedule to $2,139 per month. Part-time, 60% assignment (24 hours per week), 12 months per year. Monday through Thursday, 12:00 to 5:00 p.m., Friday, 12:00 – 4:00 p.m. Classified employees are required to join the California Public Employees’ Retirement System (CalPERS) and as such contribute up to 7% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued funding and Governing Board ratification. Salary is subject to proration based on beginning date of assignment.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents. (Employees who work partial contracts will receive a pro rata stipend based on the percentage of assignment.) Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

How to Apply: Application forms may be obtained via the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
or FAX to: (831) 477-3545

**EACH APPLICANT MUST SUBMIT:**

a) Completed and signed Cabrillo College Classified Employment Application
b) Resume – job related
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Criminal History Inquiry Supplemental to Application

APPLICANTS ARE ENCOURAGED TO SUBMIT:

- College, business or technical school coursework may be substituted for one year of experience. Applicant must provide written evidence of college, business or technical school coursework such as transcripts for purposes of substitution.

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure:
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline: All application materials MUST be received in the Human Resources Department by:
Tuesday, February 18, 2014. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.