

**Job Summary:**

The Clerical Assistant, California Center on Teaching Careers (CCTC) reports directly to the Executive Director of the department and/or designee. This position is responsible for greeting callers and visitors to the department; performs a variety of general clerical work of average difficulty; and providing clerical support and assistance to the CCTC.

**Essential Duties:**

- Answer phones and greet visitors, co-workers, outside agencies, and clients to furnish information and refer them to the correct source;
- Prepare letters, memos, reports, flyers, staff handbooks and other various forms/packets of information;
- Maintain schedules/calendars, files, records (absence, activity, expenses) and to ensure efficient operations;
- Process (receives, sorts, distributes) mail, purchase orders, transportation requests, and other internal forms for the department;
- Operate standard office machines and computer applications to complete essential job duties;
- Inventory equipment and supplies to maintain a record of items for the department;
- Perform other related duties as assigned to provide support to the CCTC department;

**Responsibilities include:** working under direct supervision using standardized protocols; providing information and customer service to staff and the public; operating within a defined budget; work collaboratively within and outside of the department. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Skills to:**

- perform clerical work using good judgement, initiative and required accuracy and speed;
- type at a speed of 35 net words per minute;
- work collaboratively with all units of the department to improve work products and customer service;
- implement new systems or changes in current programs by obtaining input and cooperation from others;

**Knowledge of:**

- TCOE policies and procedures;
- correct English word usage, spelling, grammar and punctuation;
- modern office methods, practices and procedures;
- office and records management;
- personal computers, electronic mail systems, software, etc.;
- budgeting and fiscal practices at the department level;

**Ability to:**

- manage records;
- perform secretarial work with speed and accuracy.
- use a computer to create correspondence, save/retrieve documents and develop and maintain databases
- create, update, maintain and share Google documents/slides/sheets;
- understand and carry out oral and written directions;
- maintain cooperative relationships with those contacted in the course of work;
- attend in-service training, meetings, and conferences as directed;

**Experience Required:**

- One year of clerical experience.

**Education Required:**

- High school diploma or equivalent required;

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint clearance upon hire;

**FLSA Status:** Non-Exempt

January 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.