



Position Title:	Word Processing Specialist I	
Reports To:	Director	
Department:	New Student Center	Job Code: 4144
Prepared By/Date:	Maria Lopez/07-06-2009	Job Group: SNE
Approved By/Date:	Marina Hernandez/07-06-2009	Salary Grade: 10
Revised:	Jennifer C. Brito/07-29-2009	FLSA Status: Non-Exempt

Summary:

The Specialist I performs a wide variety of secretarial duties and provides administrative support to the New Student Center, including the New Student Center Director, Advisement & Career Services Director, and Recruitment Director. Functions as an office manager, supervising a moderate size part-time staff.

Essential Duties and Responsibilities:

- Responds to inquiries and requests involving some use of independent judgment to fit situation or facts with established guidelines
- Serves as informational resource staff
- Handles confidential information
- Gathers and summarizes information in order to produce reports
- Performs a variety of clerical services including typing correspondence and filing records
- Establishes and maintains an office filing system
- Files correspondence and other records
- Provides relevant departmental information to the general public
- Answers telephone, screens callers, relays messages, and greets visitors
- Produces electronic information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics
- Opens, sorts, and screens mail and prepares outgoing mail
- Accesses, inputs and retrieves information from computer
- Monitors inventory of supplies and fills out orders as needed
- Performs a variety of administrative tasks including scheduling and maintaining calendar, scheduling and coordinating meetings
- Maintains attendance and payroll records and corresponding filing systems for full-time and part-time employees
- Plans, assigns, and supervises front desk staff
- Processes time sheets and attendance reports
- Assists in budget process by maintaining spreadsheets, monitoring budget, and compiling information for budget requests
- Processes request for personal action(RPA) for employees
- Perform other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Word Processing, spreadsheets, and database software applications and office equipment (Photocopier, printer, fax machine, calculator)
- Knowledge of office practices and procedures
- Knowledge of the principles of office management, practices, procedures, equipment and operational requirements of the department to which assigned

- Knowledge of college policy, procedure, state rules and statutes
- Proficiency in word processing and computer software including: Excel, Microsoft Word, and Windows
- Ability to write routine reports and correspondence
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to work with user communities of diverse backgrounds and skill levels
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree in related field from two-year College or technical school.
- Four (4) years of experience in responsible related clerical work including supervisory experience; or equivalent combination of experience and education

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name