PALO VERDE COMMUNITY COLLEGE DISTRICT

EOPS/CARE CLERK
(Part-Time)

NATURE OF THE POSITION
Under general supervision of the EOPS/CARE Director/Counselor, the EOPS/CARE Clerk performs routine clerical duties in support of the EOPS/CARE Program.

ACCOUNTABILITY OBJECTIVES:

1. Greets students and other program visitors; accepts and directs telephone inquiries to appropriate staff or department

2. Screens and assesses students' needs and refers to appropriate area or related services

3. Schedules student appointments

4. Assists in maintaining student program files

5. Disseminates information regarding EOPS/CARE programs and eligibility

6. Maintains supply of resource information and materials and distributes as requested

7. Performs routine data entry and keyboarding tasks

8. Copies, collates and staples various documents

9. Assists with mailings

10. Performs other related duties as assigned

REQUIRED QUALIFICATIONS:

1. Ability to type 40 wpm.
2. High School diploma or equivalent.
3. Three years related experience.
4. Ability to communicate effectively orally and in writing.
5. Proven ability to deal with a diverse student and staff population.
6. Ability to pass the Clerical Skills Tests.
7. Experience working with a variety of computer programs.
8. Physical ability to work effectively in an environment which is typical of this position.
9. Ability to maintain confidentiality.

PREFERRED QUALIFICATIONS:

1. Bi-lingual abilities.
2. A.A. degree or equivalent.

CLASSIFICATION:

Classification 3 on the Classified Salary Schedule.

BENEFITS AND POSITION STATUS:

12 Month position – 19 hours per week (evening and weekend duties may be assigned). Bargaining unit position. This is a categorical position and will be filled based on categorical funding availability.