PALO VERDE COMMUNITY COLLEGE DISTRICT

CalWORKs CLERK
(Part-Time)

NATURE OF THE POSITION

Under the direction of the Student Development and Civic Center/Events Manager, the Part-Time CalWORKs Clerk will perform support services for the CalWORKs Department.

ACCOUNTABILITY OBJECTIVES:

1. Assist students with files and verification paperwork.
2. Assist with the purchasing of instructional supplies for CalWORK's students.
3. Assist with the distribution of CalWORKs Student's books.
4. Assist the CalWORKs Department with the following duties: distribution of bus passes, instructional supplies, and child care vouchers.
5. Provide routine information to employees, students and the public as requested on an as needed basis.
6. Understand functions of other departments and make appropriate referrals.
7. Perform clerical work such as typing, answering phones, scheduling appointments, as well as proofreading for other departments within Student Services.
8. Input various materials into County Computer System and Datatel.
9. Assist with planning and implementation of monthly meeting.
10. Other duties as assigned by the Student Development and Civic Center/ Events Manager.

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.