

DESERT COMMUNITY COLLEGE DISTRICT

CHILD DEVELOPMENT CENTER ASSISTANT

BASIC FUNCTION

Under the direction of the Coordinator-Child Development Center, perform varied secretarial and clerical duties of above-average difficulty; interpret departmental policies, State and federal regulations related to child development programs and services.

REPRESENTATIVE DUTIES

1. Perform a variety of responsible clerical and secretarial duties involving the use of the independent judgment; maintain current knowledge of departmental functions, procedures and applicable federal and State guidelines. *E*
2. Receive and record Child Development Center fee payments; submit collected fee payments to appropriate department for deposit; prepare information and materials necessary for budget development; maintain budget records and files. *E*
3. Update and maintain children's files and records; prepare current child roster and update with information required by State licensing regulations; monitor enrollment figures to assure compliance with licensing requirements and regulations; submit staff employment information to child care licensing department. *E*
4. Record, type and distribute time sheets for classified employees, tutors and student workers; type a variety of correspondence, memoranda, reports and other materials; assist in the preparation and revision of departmental handbooks; prepare and post weekly staff schedule and contact employees by phone to substitute in the center as needed; record minutes of meetings. *E*
5. Arrange meetings for the Coordinator; make inquiries and obtain information and documents for the supervisor which involves contact with other departments; develop, revise and maintain filing systems and other clerical procedures. *E*
6. Perform technical and clerical functions requiring independent judgment and initiative; organize reception office area efficiently to assure parent and child needs are met; coordinate departmental work flow. *E*
7. Compute federal and State Child Care Food Program base, reduced and free categories of enrolled children and submit monthly claims; compute racial and ethnic ratios according to State reporting requirements. *E*
8. Monitor and verify lab students, visitors and students from other classes on campus; train and assign duties of clerical workers as assigned.
9. Conduct tours of centers; operate a variety of office equipment; operate a computer and related software.
10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern office practices, procedures and equipment; financial record-keeping methods, practices and techniques; principles of business forms and report writing; oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; receptionist and telephone techniques; Child Care Food Program regulations and procedures; computer and software applications, including word processing, spreadsheets and email.

Ability to: Interpret, apply and explain applicable federal, State and District laws, rules and regulations related to Child Development programs and services; understand and follow oral and written instructions; plan and organize work; meet schedules and time lines; post and make arithmetic computations; compose and write letters and reports; maintain complex records; work independently with little direction; input and receive data and information using a word processor or computer; analyze situations accurately and adopt an effective course of action without immediate supervision; may be required to take dictation and transcribe it accurately; operate a variety of office machines including a computer and applicable software, i.e. word processing, spreadsheets and email.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and three (3) years of varied and increasingly responsible secretarial experience including experience in office clerical work involving financial and statistical records maintenance.

WORKING CONDITIONS

Environment: Office environment.

EMPLOYMENT STATUS

Bargaining Unit Position

E= Essential Functions