

DESERT COMMUNITY COLLEGE DISTRICT

DSP&S ASSISTANT

BASIC FUNCTION

Under the direction of the Coordinator, Disabled Student Programs and Services, perform a wide variety of secretarial and clerical duties including complex financial record-keeping related to programs and services for students with disabilities; interpret District departmental policies and procedures as well as State and federal regulations relating to disabled students programs and services.

REPRESENTATIVE DUTIES

1. Perform a wide variety of difficult and complex clerical and secretarial duties, (including taking and transcribing minutes of meetings), involving the use of independent judgment and an understanding of departmental functions and procedures and federal and State guidelines. **E**
2. Type requisitions and maintain records of expenditures; maintain complex financial accounting and record-keeping systems for the Disabled Students Programs and Services Department and the database for MIS reporting. **E**
3. Research and prepare information needed for budget development; perform calculations; monitor expenditures and salaries; maintain and reconcile budget records and files. **E**
4. Receive visitors to the department; provide information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary. **E**
5. Record, type and distribute time sheets for student workers, interpreters, proctor/tutors, note takers, job developers/job developers and contract staff. **E**
6. Type a variety of correspondence, memoranda, reports and other materials; assist in the preparation and revision of the annual grant application and office procedural manual; make travel arrangements. **E**
7. Maintain directory of available student proctors and other student workers; coordinate student workers with workers with student schedules, instructor directions and facilities use. **E**
8. Arrange meetings for department faculty, students and other agency collaboratives within the DSP&S Offices/S Offices. **E**
9. Make inquiries and obtain information and documents for the supervisor and departmental faculty which involves which involves contact with other departments and outside agencies. **E**
10. Coordinate departmental work flow and general office operations; order supplies and maintain supply inventory. **E**
11. Research, collect information, and input data for MIS reports. **E**
12. Train, assign and provide work direction to student workers and other DSP&S staff at local and remote sites. **E**
13. Secure verification of student disabilities from medical professionals in compliance with State and federal guidelines/federal guidelines. **E**
14. Prepare semester instructor notifications; check out equipment and books and monitor for return. **E**
15. Operate a variety of office equipment; operate computer terminals and related software programs, including word processing, spreadsheets and email. **E**
16. Develop, revise and maintain filing systems and other clerical procedures as assigned.
17. Organize reception/office area efficiently and for accessibility to assure students' needs are met.
18. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles of training and providing work direction; basic computer operation; diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; modern office practices, procedures and equipment; applicable software including word processing, spreadsheets and email; financial record-keeping methods, practices and techniques; principles of business forms and report writing; filing systems; oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette; Americans with Disabilities Act (ADA).

Ability to: Perform a wide variety of secretarial and clerical duties including complex financial record-keeping related to programs and services for students with disabilities; interpret District departmental policies and procedures as well as State and federal regulations relating to disabled students programs and services; perform technical and clerical functions requiring independent judgment and initiative; understand and follow oral and written instructions; plan and organize work efficiently; meet schedules and time lines; post and make arithmetic computations; compose correspondence and written materials independently; maintain complex records; work independently with little direction; establish and maintain cooperative and effective working relationships with others; demonstrate sensitivity to a student population with special needs and accommodations; operate office machines including a computer and applicable software including word processing, spreadsheets and email; type at 45 words net per minute from clear copy; sit for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by two years of college-level course work with a grade of "C" or better computer information systems or business related field and three (3) years varied and increasingly responsible secretarial experience including experience involving financial and statistical records maintenance and frequent public contact.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Bargaining Unit Position