

PROGRAM ASSISTANT

DEFINITION

Performs a variety of complex clerical and technical work requiring specialized knowledge of specific programs, which involves frequent and responsible contacts.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by classified managers.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Plans, schedules and performs a wide variety of clerical, typing, and administrative work related to the specialized function to which assigned.

Administers tests and proctors assessment tests.

Evaluates students' career and job placement needs, disseminates information regarding program parameters.

Prepares specialized reports for specially funded programs.

Directly or indirectly develops budget and maintains controls; monitors fund expenditures and maintains audit trails.

Interviews students to determine their educational, work, career guidance or tutorial services needs.

Advises students on resume writing skills, occupational careers, and educational enhancement.

Conducts transactions with District personnel or the public in matters requiring a detailed knowledge, interpretation, and application of rules, procedures, policies, precedents, and activities.

Supplies information involving facts and interpretations.

Prepares documents based on data obtained from records and other sources and processes them in accordance with prescribed procedures.

Compiles information for reports and transactions and assists in the consolidation and presentation of data.

Maintains a system of files and records; establishes and maintains systems to insure accountability and controls.

Composes correspondence and prepares statistical reports.

Types correspondence from rough drafts, marginal notes, or verbal instructions.

Makes appointments and meets callers.

EXAMPLES OF DUTIES (continued)

Develops general clerical procedures, and makes recommendations regarding such areas as forms and reports, schedules, filing systems, flow of information, etc.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Office practices, supplies and equipment.

Appropriate laws, rules, and regulations

Ability to:

Plan, lay-out and conduct clerical operations involving transactions requiring effective accountability and accurate controls.

Maintain difficult and complex records.

Perform clerical work involving independent judgment, accuracy and speed.

Type at a speed of not less than 40-words-per-minute.

Operate a variety of office machines including duplicating equipment.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Three years of increasingly responsible clerical work which has involved skilled typing.

Desirable:

Experience related to specially funded college work programs, counseling, or job placement.