

Shasta College's Tehama, Trinity, and Intermountain Campuses

Temporary or Substitute Clerical Staff Pool.



Salary: \$11.00 - \$18.00 Hourly

Job Type: Temporary Hourly Staff

Description of Basic Functions and Responsibilities

Shasta College is seeking to build a pool of qualified applicants for possible temporary work. We will respond to applications based on our current needs

- Performs a wide variety of general clerical/secretarial duties in support of the day-to-day operations, programs, and activities within the department.
- Greets, interacts with and assists the public and students in person, by phone and via email correspondence on a continual basis.
- Employees in this classification receive direct to general supervision within a framework of standard policies and procedures.
- This job class exercises responsibility for providing general clerical/secretarial assistance to include document preparation, spreadsheets and data entry, digital and hard copy file management, receptionist, record keeping, and other office support functions, and requires the successful processing and accomplishment of a variety of tasks and details from the initiation of a relevant procedure to its completion.

Experience/Education

Two years of responsible clerical or secretarial experience. College training in secretarial subjects may be substituted on year-to-year basis

Additional Information

A recent keyboarding certificate of minimum 50 NET words per minute is required with application. Certificates over one year old will not be accepted. Online Keyboarding Certificates accepted. Online typing certificates, such as www.freetypinggame.net, will be accepted.

Application Deadline: 12/14/2018 4:30 PM Pacific

For More Information and to Apply: Visit:

<https://www.governmentjobs.com/careers/shastacc/jobs/815466/substitute-temporary-clerical-pool-main-downtown-tehama-intermountian-tr>