Employment Opportunity
Office Specialist-Human Resources
CL05-48

*Apply by: Thursday, February 9, 2006 at 4:00 p.m.
*(Extended Deadline)

About the Program
Human Resource and related employment services are provided at the Cabrillo College Aptos campus. The currently advertised full-time Office Specialist position will perform difficult, complex and specialized work in the District’s Human Resources department. In addition, an Office Specialist position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties
Under the direction of the Director of Human Resources or designee:

• Performs difficult, complex and/or specialized office support work, which may require the exercise of judgment, the application of specialized skills and a knowledge of detailed or specialized activities related to the Human Resources department
• Receives and screens visitors and telephone calls and directs the callers to the proper person or personally handles the call
• Provides information to the public, students and College staff that requires the use of judgment and the interpretation of policies, rules or procedures
• Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports
• Makes arithmetic or statistical calculations
• Organizes, maintains and purges various files and department records; maintains records and identifies and resolves discrepancies
• Types or word processes correspondence, reports, forms, and specialized documents from drafts, notes, dictated tapes, or brief instructions, using a typewriter, word processor or computer terminal
• Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations
• Enters and retrieves data and prepares reports using an on-line or personal computer system
• Reviews such reports for accuracy and makes corrections as required
• Operates standard office equipment
• May train others in work procedures or direct the work of others on a project or relief basis
• Performs related duties as required or assigned

Qualifications
Equivalent to graduation from high school and three years of general clerical support or office assistant experience.

Please Note: College business or technical school coursework in an appropriate field may be substituted for one year of the experience outlined above.
Knowledge of:

- Principles and terminology related to the work in a centralized Human Resources department
- Office administrative practices and procedures, including filing and the operation of standard office equipment
- Basic business data processing principles and the use of word processing or personal computing equipment
- Policies and procedures related to employment and human resources
- Proper form for typed materials and correspondence
- Business mathematics, including percentages and decimals
- Correct English usage, including spelling, grammar and punctuation
- Recordkeeping principles and procedures

Skill in:

- Performing specialized and complex office support work
- Organizing, prioritizing and coordinating work activities
- Reading, interpreting and applying rules, policies and procedures
- Organizing, researching and maintaining office files
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Composing routine correspondence from brief instructions
- Making mathematic calculations with speed and accuracy
- Using initiative and sound judgment within established guidelines
- Operating standard office equipment, including a word processor, personal or on-line computer, and centralized telephone equipment
- Ability to type or operate a keyboard with sufficient speed and accuracy to enter data and produce finished documents

Salary

*$2361 to $2604 per month to start, plus fringe benefits, seven-step schedule to $3167 per month plus employer-paid retirement contribution (PERS). Full time assignment, 12 months per year; Monday through Friday, 8:00 a.m. to 5:00 p.m. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. Salary and benefits are subject to proration based on beginning date of assignment.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined.

Cabrillo College provides a benefit stipend up to $5,701.80 per year for employee only and up to $10,570.44 per year for employee plus one dependent, and $14,438.28 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% of gross salary per month.
How to Apply  Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below:

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA  95003
Phone:  (831) 479-6217
Fax:   (831) 477-3545

Postmarks or E-mail transmittals are not accepted

*EACH APPLICANT MUST SUBMIT:

a)  Completed and signed Cabrillo College application
b)  Resume – job related
c)  One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d)  Criminal History Inquiry Supplemental to Application

EACH APPLICANT MAY SUBMIT:
e)  Documentation such as college transcripts in response to the college business or technical school coursework substitution opportunity listed under qualifications

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure  Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.  Performance exam(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline  All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Thursday, February 9, 2006.  (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals.  It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.