



Job Description

Job Title: Administrative Clerk

JTC: CCE

Salary Range: N01

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Knowledge of administrative and clerical procedures and systems such as word processing, operating office equipment and office procedures and guidelines.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of administrative and clerical procedures and systems such as word processing, operating office equipment and office procedures and guidelines.

The ability to plan, prioritize organize and accomplish assigned duties.

Interacts with people in a professional, open, honest and welcoming manner initiating a diverse working environment.

Gathers data and relies on others' input when making decisions.

Good oral communication and writing skills to support interaction with individuals from diverse backgrounds. Must have excellent customer services skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High school diploma or GED equivalent. No experience required. **** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ****

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs office duties that include entering data, maintaining files, sorting mail, typing, filing, maintaining departmental records and documents.



Answers the telephone using a professional tone, routes calls, takes messages and responds to or directs inquiries.

Establish and maintain relationships with diverse, multicultural peers and contacts. Ability to use mathematical skills and the ability to compute amounts using adding machine/calculator.

Operates office reproduction machines and capable of makes basic decisions when issues arise. Identifies problems and involves others when seeking solutions.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.