



Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

website: www.ivrop.org

Edwin P. Obergfell
Superintendent

ANNOUNCEMENT OF POSITION VACANCY

January 20, 2021

TO: Candidates and Placement Agencies

VACANCY: **Clerk Typist III**
1 Full-time
Project Rising Stars
Position(s) contingent upon funding

LOCATION OF JOB: Imperial County, CA

APPLY AT: Imperial Valley Regional Occupational Program
687 State Street, El Centro, CA 92243
Office (760) 482-2600
or www.edjoin.org

DEADLINE FOR FILING: February 2, 2021, 5:00 pm, or until filled

SALARY: \$2,918 per month
Depending on qualifications

IMMEDIATE SUPERVISOR: Yessenia Partida, Program Manager

INTERESTED QUALIFIED
APPLICANTS SUBMIT: 1) Completed Classified Application Form
2) Resume of Education and Work Experience
3) Cover Letter

NOTE: Only original applications will be accepted. No faxed copies or postmarks will be accepted. Application must be submitted directly to IVROP Administrative Office mailbox or at www.edjoin.org.

The IVROP shall require that each new employee obtain a medical, pre-employment physical examination and testing for drugs from a licensed medical doctor or provider chosen by the IVROP at the IVROP's cost. The examination results remain confidential.

To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY

Imperial Valley Regional Occupational Program

JOB DESCRIPTION

Job Title: **Clerk Typist III**

Position Scope:

Under the direction of the assigned supervisor, the Clerk Typist III will respond to inquiries, process documents, maintain files records, and prepare reports.

Essential Duties:

1. Coordinate schedules for meetings. Maintaining room schedules ensuring availability of space.
2. Maintain various information, files and records (i.e., student files, project files, etc.) for the purpose of providing an up-to-date reference and reliable information.
3. Process documents (i.e., schedules, agendas, purchase orders, etc.) for the purpose of disseminating information and ordering supplies and materials.
4. Respond to inquiries from staff, project participants, for the purpose of providing information and/or direction as may be required by person and by phone.
5. Assist other project personnel as required for the purpose of supporting them in the completion of their work activities.
6. Perform complex and responsible clerical duties such as making arithmetic computations and compiling and recording information related to specialized records.
7. Prepare correspondence independently from rough drafts, oral directions or written directions as required.
8. Enter and revise data, generate reports and develop specialized departmental materials.
9. Assure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.
10. Maintain confidentiality regarding participants, students, personnel, and all internal organization information.
11. Perform other related duties assigned by the Supervisor.

Education, Experience and Skills Required:

1. High School diploma or equivalent.
2. College-level course work in clerical, secretarial, office practices, office management, business, public administration or related field preferred.
3. Ability to type 40 wpm and do basic business arithmetic.
4. Ability to read, write and communicate effectively in English.
5. Ability to drive a personal vehicle to conduct work; travel to other sites; meetings and workshops; travel in county and out of county.
6. Practical application of MS Word, MS Excel, MS Outlook and MS PowerPoint for Windows is required.
7. Ability to use standard office machines such as a personal computer, calculator, copier, fax machine, telephone, etc.
8. Valid California Driver's License and evidence of minimum liability insurance.

Physical Requirements: Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking, reaching, repeated bending, lifting and carrying up to 20 lbs. Ability to travel within and outside the county as needed.

Environmental Requirements: Must be able to work indoors in a predominately sedentary position. Wide range of physical motion required to include bending, twisting, standing, walking, carrying boxes and supplies, sitting for long periods of time, answering the telephone, using hands to type and enter data and perform a wide-range of office and clerical duties. **This position may involve activities, such as the administration of Live Scan services, which require in-person interactions that may increase the risk of being exposed to COVID-19 and other communicable diseases.**

Scheduling and Availability: Standard work schedule, Monday through Friday with an hour for lunch. This is a non-exempt position. Employee must be willing to work additional hours when requested and willing to assist other departments during staffing shortages as needed. This position may require a flexible schedule that includes working evenings or weekends.