

DESERT COMMUNITY COLLEGE DISTRICT

CalWORKS ASSISTANT

BASIC FUNCTION

Under the direction of the Director of Vocational Education, perform a wide variety of secretarial and clerical duties including complex financial record-keeping related to programs and services for CalWORKS students; assist and advise students seeking CalWORKS services and benefits; interpret District departmental policies and procedures as well as State regulations relating to CalWORKS.

REPRESENTATIVE DUTIES

1. Perform a wide variety of difficult and complex clerical and secretarial duties involving the use of independent judgment and an understanding of departmental functions and procedures and State guidelines; develop, revise and maintain filing systems and clerical procedures. *E*
2. Greet, interview, assist with application and advise students of available programs and services, refer students to other departments and services. *E*
3. Assist in placement of students in work study and Work Experience programs; inform students of time sheets and invoice procedures; communicate with employers as necessary; refer students to and make appointments with Coordinators of CalWORKS and Work Experience; update forms, flyers and brochures. *E*
4. Assist students in securing child care services at the Child Development Center and off-campus sources; explain benefits and reimbursement for services to students and providers; receive and verify invoices. *E*
5. Type requisitions and maintain records of expenditures; maintain complex financial accounting and record-keeping systems for the CalWORKS and other related programs; compile data and prepare reports. *E*
6. Organize and maintain New Horizons Book Lending program; inventory and distribute books to students; determine eligibility according to policies and guidelines; assist students in completing application forms and book orders; complete and distribute book vouchers for purchase from Bookstore; review invoices and reconcile discrepancies; update New Horizons Resource Guide. *E*
7. Receive and sort donated garments for Clothes Closet; assist students in selecting items; compose and distribute acknowledgements to donors. *E*
8. Input student information into database tracking system; update information as necessary; maintain mailing lists; compile data and prepare reports. *E*
9. Operate a variety of office machines and equipment including a computer and related software programs, typewriter, copier, calculator and other equipment. *E*
10. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern office practices, procedures and equipment; financial record-keeping methods, practices and techniques; principles of business forms and report writing; oral and

written communication skill; correct English usage, grammar, spelling, and punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; receptionist and telephone techniques; diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; computer and software applications, including word processing, spreadsheets and email.

Ability to: Learn, interpret, apply, and explain federal, State and District laws, rules and regulations related to CalWORKS and related programs and services; understand and follow oral and written instructions; plan and organize work; meet schedules and time lines; post and make arithmetic computations; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student records; work independently with little direction; input and receive data and information using a computer and applicable software including word processing, spreadsheets, email and database systems software; sit for extended periods of time; bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and two (2) years of increasingly responsible secretarial experience including financial and statistical record-keeping.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions