



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement

Posting Date: July 15, 2021

Closing Date: July 29, 2021

POSITION: **CLERK I** (Assigned to Allied Health Programs)

QUALIFICATIONS:

- ◆ Graduation from high school or GED certificate plus a minimum of 15 semester hours of postsecondary education in business or office-related coursework **required**.
- ◆ One year of experience in office or related work *preferred*.
- ◆ Strong skills in MS Office and recordkeeping *preferred*.
- ◆ Experience in a computerized educational or office environment *preferred*.
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Effective oral and written communication skills.
- ◆ Effective telephone techniques.
- ◆ Ability to learn assigned clerical tasks readily and to adhere to prescribed institutional routines.
- ◆ Ability to make mathematical computations and tabulations accurately.
- ◆ Ability to keyboard at a minimum of *30 correct (net) words a minute for 3 minutes*.
- ◆ Knowledge of general office procedures and proofreading (*Basic Office Procedures Exam*).
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of office information.

DUTIES:

- ◆ Performs general clerical functions in allied health programs to include filing, data entry, sorting, scanning, word processing, and routine document preparation according to established procedures.
- ◆ Checks documents for completeness and accuracy.
- ◆ Composes routine correspondence and acts as a desk clerk/receptionist.
- ◆ Operates a computer, scanner, calculator, and other office machinery in the performance of routine clerical operations.
- ◆ Assists with completion of required reports.
- ◆ Maintains operating records, statistical data, computer documentation and confidentiality of office information.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned by the supervisor specific to the assigned department/position.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:

September 2021

SALARY:

Salary Schedule E-4, Grade 06 - \$26,129 – \$40,986 based on applicable experience.

APPLICATION DEADLINE:

July 29, 2021 – 4:00 P.M.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of transcripts of postsecondary education.

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

**DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. Box 227
GADSDEN, AL 35902-0227
(256) 549-8236
jobs@gadsdenstate.edu**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

**Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.**

The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.