



# El Camino College

## Administrative Clerk (SEA Program)



### ABOUT THE ROLE

Under the direction of an assigned supervisor, the Administrative Clerk assists in processing and tracking a variety of office operations in support of a supervisor, department faculty, students, and/or other staff. Ensures compliance with District policies and procedures and follows office transactions through to completion.

**\*This position is contingent upon available categorical funding\***

### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

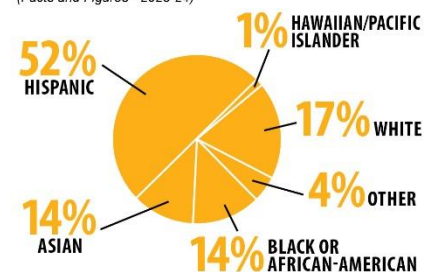
With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



## ADMINISTRATIVE CLERK

(SEA Program)

**Division:** Student Equity & Achievement

**Posting Closing Date:** 09/2/2025

**Req:** C2526-009

**Location:** El Camino College

**Position Type:** Classified Staff

**(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)**

### REPRESENTATIVE DUTIES

Tracks and maintains accuracy and compliance of data submissions, office-generated transactions, and general office operations in accordance with District policies and procedures. Ensures timely delivery, integrity of data, and departmental compliance within pre-established office protocols.

Prepares and generates a wide variety of office documents and electronic transactions for a department. Assembles and organizes data from different sources. Transcribes and/or uploads data into online systems, as needed. Ensures critical deadlines are met.

Reviews documents generated by others for accuracy. Edits content as appropriate. Proofs own work for completeness. Serves as a central hub for document workflows within an office. Follows-up with individuals to ensure errors are corrected and/or missing information is filled in. Quality checks documents on behalf of a supervisor before forwarding for approval signature.

Liaises with other District offices (e.g., Fiscal Services, Purchasing, Human Resources) to review data submissions and resolve problems and/or discrepancies. Researches transactions, follows-up with other District offices, and locates and provides support documentation as needed. Informs supervisor of document and/or data submission statuses.

Tracks payroll data, office budget lines, and other expense accounts. Reconciles office expenditures, inventory levels, invoices, reimbursements, service agreements, etc. Researches and resolves discrepancies, as needed. Prepares requisitions and related documents. Orders supplies as needed. Provides supervisor with input on ending balances and initiates budget transfers as approved by the supervisor.

Receives office visitors, ascertains pertinent information, and maintains confidentiality as appropriate. Answers phone calls and email messages. Provides information or refers inquiries to appropriate individuals. Takes and delivers messages. Schedules appointments, room reservations, meetings, and maintains calendar(s).

Uses a variety of office software programs to enter, store, process, and retrieve electronic data from department systems and District-wide systems (e.g., performance evaluations, payments for special assignments, etc.) Reviews submitted data and follows up on workflows to ensure completion of transactions. Maintains confidentiality of data.

Establishes, organizes, and maintains department filing systems, logs, statistical data, and other records. Enters data into electronic files, databases, and/or spreadsheets, as needed.

Compiles data and prepares reports on a regular and/or ad hoc basis. Calculates, verifies, and posts information upon request. Writes supporting correspondence and other documents.

Monitors the physical organization and upkeep of office facilities and equipment. Trains and assists others in the use of office equipment. Operates and maintains office machines and may troubleshoot minor problems. Reports malfunctions, arranges for maintenance and equipment repairs, and reports hazards, as appropriate.

Performs other related duties as assigned or requested.

## **JOB QUALIFICATIONS**

### Education and Experience:

High school diploma or GED and two (2) years of clerical experience in an office setting.

The ability to pass a **Basic Word 2016 Computer Skills** Test with at least 70% accuracy.

Applicants who meet the qualifications will be sent an email from [TestGenius@opac.com](mailto:TestGenius@opac.com) with a link to take the tests. The information will be sent to the email address provided on your application.

*Please be sure to log into iqreentree and check your application status for updates.*

## **OTHER DESIRED QUALIFICATIONS**

### Knowledge/Areas of Expertise:

Knowledge of general office and organizational best practices.

Knowledge of how to establish and maintain organized filing systems.

Working knowledge of standard office software programs and applications.

Experienced at utilizing online calendar or reservation programs to schedule appointments.

### Abilities/Skills:

Ability to listen and demonstrate tact and patience with dissatisfied or upset individuals.

Ability to operate and maintain varied office equipment.

Ability to assemble, organize, and balance numerical data.

Ability to gather data and verify calculations.

Ability to communicate with others to gather information.

Ability to understand and apply policies and procedures.

Ability to quickly develop a working knowledge of office operations and productivity.

Skilled at using databases and other software programs.

Skilled at using, navigating, and manipulating spreadsheets.

## **WORKING CONDITIONS**

Office setting.

Subject to constant interruptions.

Work involving the operation of a variety of office equipment and machines.

Extended periods of time sitting in front of a computer monitor.

Extended periods of time typing on a computer keyboard.

Exchanging of information over the phone, in writing, in dictation, in person, and electronically.

**CLOSING DATE: TUESDAY, SEPTEMBER 2, 2025 AT 3:00 P.M.**

**SALARY: Starting salary is \$4,934 per month.** Generally, new employees start at the first step on the salary schedule.

Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$6,325 monthly).

## CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

## ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com/ada-job-applicant-accommodation-request)

## BENEFIT HIGHLIGHTS

### Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

### Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

### Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

### Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Résumé including educational background, professional experience, and related personal development and accomplishments.

**IMPORTANT NOTE:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient

time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

**FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:**

**El Camino College**  
**Mark Rogers**  
**HR Service Partner**  
310-660-3593, Ext. 3479  
[mrogers@elcamino.edu](mailto:mrogers@elcamino.edu)  
16007 Crenshaw Boulevard  
Torrance, CA 90506

**JEANNE CLERY CAMPUS SAFETY ACT**

*In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.*

**EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*