



El Camino College

Clerical Assistant



BASIC FUNCTION

Under the direction of an assigned supervisor, perform a variety of routine clerical, general office duties within the framework of established procedures to support the needs of an assigned college or District program, function, or office. Provide quality customer service in a multi-culturally diverse environment and do other related work as required.

Clerical Assistants are assigned general, routine clerical work of average difficulty. The Clerical Assistant is not expected to perform with the same level of independence and judgment on matters related to established procedures and methods as the Senior Clerical Assistant. The Clerical Assistant position involves extensive public contact and interactions.

MISSION STATEMENT

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

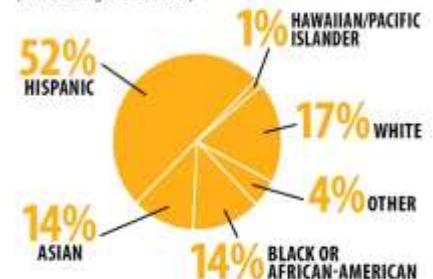
ABOUT EL CAMINO COLLEGE

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.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



CLERICAL ASSISTANT

Division: Behavioral & Social Sciences

Posting Closing Date: 10/08/2025

Req: C2526-016

Position Type: Classified

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

REPRESENTATIVE DUTIES

Type a wide variety of documents from clear copy or rough draft.

Screen and proofread reports, forms, and other documents for accuracy and completeness. Proofread finished copy and duplicate materials as assigned.

Sort and file documents and records according to predetermined classifications, maintaining alphabetical, index, and cross-reference files.

Answer the telephone and perform receptionist duties including assisting students faculty, staff, and the general public, provide information, and refer callers and visitors to appropriate personnel and offices as required.

Post information to operational, business, and student records.

Compile, list, and summarize information for review by supervisor; prepare routine or recurring reports according to established procedures.

Compile and analyze data relating to an assigned department or function; organize and prepare preliminary reports as requested by the supervisor.

Make arithmetical calculations in the performance of duties.

Receive, sort and route mail.

Operate standard office equipment including a typewriter, personal computer, copier, and other office equipment.

Train and provide work direction to student employees as assigned.

Perform other related duties as assigned.

JOB QUALIFICATIONS

Education and Experience:

Any combination equivalent to graduation from high school and two years of increasingly responsible clerical experience.

COMPUTER SKILLS TEST REQUIRED: Successfully pass the Computer Skills Microsoft Office 2016 Basic Word Test with at least 70% accuracy.

Applicants who meet the qualifications will be sent an email from TestGenius@opac.com with a link to take the tests.

The information will be sent to the email address provided on your application.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

Modern office practices, procedures, and equipment.
Correct English usage, vocabulary, spelling, grammar, and arithmetic.
Receptionist and telephone techniques and etiquette.
Basic techniques and operation of word processing.

Abilities/Skills:

Perform a variety of clerical work of average difficulty without close supervision.
Keyboard, type, and proof work.
File documents.
Review material for accuracy.
Operate a variety of office equipment such as a typewriter, computer terminal, calculator, and copier.
Learn personal computer word processing and basic applications software.
Follow oral and written direction.
Work with confidential information.
Communicate effectively orally and in writing.
Work cooperatively with others.
Lift and carry up to 25 lbs.
Move from one work area to another as needed.
Interact professionally and politely with the general public.

DESIRABLE QUALIFICATIONS

Experience working at a college front desk, answering general questions by students, faculty and the public.
Experience creating and using spreadsheets, updating websites, and creating flyers and newsletters.
Basic understanding of or interest in learning El Camino College student registration and enrollment processes.
Ability to patiently solve issues and problems as they arise at the front desk and to direct students and the public to the proper campus services, when necessary

WORKING CONDITIONS

Typical office setting.
Extensive computer work.
Long periods of standing and sitting.
Interaction with students, staff and the public.

CLOSING DATE: WEDNESDAY, OCTOBER 8, 2025 at 3:00pm

SALARY: Starting salary is \$4,477 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 (\$5,716 monthly).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month 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. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

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 \(maxient.com\)](http://maxient.com)

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.

Retirement

Full-time employees contribute a percentage of their regular salary to the 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.

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
HR Service Partner
Martha E. Lopez
310-660-3593, Ext. 5809
melopez@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.