

Position: DSPTS Assistant	Position Number:
Department: DSPTS	FLSA: Non-exempt
Reports to: Director, DSPTS	Salary Grade: 110

Summary

Performs a variety of office secretarial and general clerical support duties, usually following well-established policies, procedures and methods. Assignments can be in instructional or administrative areas, but are usually where there are more senior level support positions. Assists students with mobility needs while on campus, including driving a small van or bus.

Essential Duties and Responsibilities

- Performs clerical and typing work related to the office to which assigned. Maintains confidentiality of information processed or received during the course of performing assigned duties. Completes daily data entry of business transactions (e.g., deliveries, purchase orders, printing orders, forms, etc.). Enters data onto established data entry screens.
- Answers a central telephone for the work team and serves as receptionist to support personnel and serve the public. Answers common inquiries, makes appointments, and provides information concerning standards, procedures and programs.
- Drives van or specialty bus to transport students with disabilities to and from classes, to on campus public transportation bus stops, or to designated parking areas.
- Operates a hydraulic wheelchair lift, maneuvering students on and off lift, use tie-downs in the bus to secure wheelchairs.
- Meets with each student to set up a schedule of bus pick-up and drop-off locations.
- Establishes and maintains files as directed. Assembles, collates and prepares materials for distribution. Performs work such as posting records, making arithmetical computations and securing information from clearly indicative sources.
- Types, duplicates, counts, and distributes routine documents from written copy or notes. Delivers and picks up a variety of forms and materials from staff, students, or the other departments.
- Prepares documents from established formats such as those used by faculty, and routine communications for administrative purposes.
- Facilitates arrangement of accessible furniture in the classroom.
- Keeps daily transportation log, and other tracking procedures, as designated by the Disabled Student Services office.

Qualifications

▪ **Knowledge and Skills**

Requires basic knowledge of modern office practices, procedures and equipment including receptionist and telephone techniques and etiquette. The position requires a complete knowledge of safe driving practices. Requires a working knowledge of the mobility needs of disabled students in an education environment. Requires a basic understanding of modern office practices, procedures and equipment, including record keeping techniques. Requires sufficient human relations skills to exercise patience and courtesy in dealing with customers and convey routine information. Requires knowledge and understanding of the principles and procedures of record keeping. Must understand mathematics sufficient to perform columnar calculations, decimals, fractions, etc.. Requires good English, grammar, spelling and punctuation. Must have sufficient communication skills to greet and work cooperatively with customers.

▪ **Abilities**

Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to learn, understand and apply district rules, regulations and policies. Requires the ability to operate standard office machines and equipment, including typewriters, switchboards, copiers, calculators, word processors, printers, etc. Must be able to maintain records and prepare reports. Requires the ability to drive safely and courteously, operate a two-way radio or equivalent communications device. Requires the ability to keep basic records. Must be able to recognize malfunctions in equipment and take appropriate action. Requires the ability to maintain the assigned vehicle in clean and safe operating condition. May administer basic first aid to ill or injured students. Must learn designated bus route, including stops and traffic hazards. Must be able to perform routine, repetitive tasks on a continuous basis and to sit for prolonged periods of time. Requires sensitivity to the needs and behavior of students with various ethnic and cultural backgrounds and disabilities. Requires the ability to communicate with peers and other College staff or public in a manner reflecting positively on the department and College.

▪ **Physical Abilities**

Requires sufficient hand/eye coordination and manual dexterity to use a personal computer keyboard at a basic rate (about 40 wpm). Requires sufficient visual acuity to recognize words letters and numbers. Requires speech and hearing ability to carry on conversations in person and over the phone. Requires arm-hand and leg-foot dexterity to drive a bus. Requires visual acuity including depth perception. Requires the ability to sit, stand, walk, bend, stoop, and reach on a regular basis. Requires hearing sufficient to be aware of traffic and road distractions/conditions and listen to passengers. Requires the ability to lift passenger mobility aids such as wheel chairs onto platforms. These items may weigh over 50 pounds and are lifted on a regular basis. Requires the ability to work outdoors during adverse weather conditions to assist students. Requires the ability to reach and pull materials from files and shelves.

▪ **Education and Experience**

High School diploma or the equivalent. High School diploma supplemented by course work in general office skills required. Minimum of 1 year of general clerical, data entry, and production keyboarding experience required. A minimum of one-year experience working with people with a variety of disabilities. Ability to read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations and codes required.

▪ **Licenses and Certificates**

Requires valid Driver's License and valid ARC First Aid Certificate.