CROWDER COLLEGE
POSITION DESCRIPTION

Status. PT, flexible hours as needed, up to 19 per week. **GRANT FUNDED THROUGH 9/30/15**	**Title**	Departmental ASSISTANT – Criminal Justice Program
Revised: 10/21/2014	**Department**	Criminal Justice Program
Level: Staff, Range 2	**IPEDS**	CLERICAL & SECRETARIAL
FLSA: Nonexempt	**Reports to**	Grants Director/AVP Career & Technical Education

POSITION SUMMARY

Provide clerical support for the Criminal Justice Program.

MAJOR FUNCTIONS

Provide clerical support as needed for the Criminal Justice Program, including:
1. Assist Criminal Justice Program personnel with correspondence, mailings, communications with staff and students, arranging functions/events, oversight of projects, and other such duties as may be required.
2. File correspondence and other documents as needed, including appropriate handling of confidential materials
3. Key in a variety of documents, composing correspondence as directed and proofreading work for accuracy.
4. Greet visitors and answer telephone in a courteous and professional manner; respond to questions accurately; and make business calls as necessary to students, college employees, outside agencies, etc.
5. Create and maintain computer files (databases, spreadsheets, etc.) as needed to fulfill assigned responsibilities.
6. Perform other related tasks as assigned by the Post-Secondary Criminal Justice Instructor and staff.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Minimum of high school diploma or equivalent.
2. Up to the equivalent of one (1) year of related work experience, background or familiarity with Criminal Justice terminology.
3. Excellent communication and organizational skills – strong secretarial skills.
4. Ability to key in documents or data efficiently and accurately and perform multiple tasks.
5. Knowledge of general office procedures and filing.
6. Ability to establish and maintain professional conduct and positive working relationships with students, employees and community contacts.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as computers, copiers, and telephones.
2. Information Technology Abilities required:
   - Ability to operate a personal computer using the Windows environment.
   - Ability to understand operating a personal computer within the Crowder College Network environment.
   - Ability to use E-mail.
   - Ability to perform basic word processing using MS Word.
   - Ability to perform basic spreadsheet functions using MS Excel.
   - Ability to perform basic database functions using MS Access.

POSITIONS SUPERVISED

None.

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours, 19 hours per week, but adjustment of hours may be required from time to time.
3. A neat appearance and appropriate apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the office and service locations.
2. Input and access information-using computers.
3. Ability to concentrate on assigned tasks and pay close attention to detail.
4. May sit at a workstation for up to three (3) hours at a time.
5. Light lifting (5 – 20 pounds) may be required periodically.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply critical and analytical skills to successfully perform job responsibilities and carry out instructions furnished in written, oral or diagram form.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Effective telephone communication skills, including ability to obtain and provide information verbally.
2. Ability to communicate effectively with a variety of people, including students and the general public.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.