



Job Description

Job Title: Department Assistant

JTC: CTD

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Perform a variety of routine clerical, reception, and office support functions and other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience providing general administrative support to include handling mail, scanning, sorting, distributing correspondence and performing general data entry duties. Knowledge of standard office principles and procedures.

The ability to identify issues and solve routine problems, or seek assistance when applicable.

Demonstrated ability to work and prepare confidential information with discretion. Ability to efficiently set up meetings and resolve scheduling conflicts.

Develop and maintain constructive and cooperative working relationships with individuals of diverse backgrounds, within and outside the organization in order to meet organizational goals. Skill in dealing effectively with staff at all levels with the organization, District and public.

Basic personal computer skills including knowledge of spreadsheet and word processing software applications. Good organizational skills with the ability to multi-task, set priorities in order to meet established guidelines and attention to detail.

Experience answering phone calls and listen effectively to relay information through oral or written communication. Excellent customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High school graduate or GED equivalency and one (1) year of work related experience. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides administrative support to the organization by providing reception services, scheduling appointments, meetings, and travel, filing, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested.

Processes a variety of documents and materials for the purpose of disseminating information in compliance with established administrative guidelines. Supports the work of the department by purchasing equipment and supplies and maintaining an inventory of office supplies.

Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds. Remains knowledgeable and current by attending professional development courses and software training classes as directed by the organization.

Assists others in meeting deadlines for various tasks and projects as required. Understands and adheres to all district policies and procedures. Supports assigned administrator and department staff for the purpose of providing assistance with administrative functions.

Excellent communication skills both orally and written, and the ability to work effectively with a diverse population. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.