VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BUSINESS OFFICE ASSISTANT I (Seasonal)

BASIC FUNCTION:

Under the direction and supervision of an assigned supervisor, perform a variety of work in the Student Business office.

REPRESENTATIVE DUTIES:

Answer phones, act as receptionist, obtain/provide information and assistance to various parties concerning school or office functions, policies, and procedures. E

Collect fees (material, health, enrollment, etc), sell parking permits, etc., and input into the computer system. E

Post Trust and Agency, children’s center, etc. deposits and payments according to established procedures. E

Operate a variety of office machines including cash register, calculator, computer, bill counter, coin sorter and charge card machines. E

Reconcile, count and prepare previous day’s receipts for deposit completing appropriate collection reports. E

Prepare and/or verify computer input of financial data and assemble related reports. E

Balance and adjust students’ accounts according to established procedures. E

Process, input and bill third party billings. E

Assist the maintenance of a variety of records, reports, documents and files. E

Assist other office personnel in support of the maintenance of Trust and Agency accounts as directed. E

Perform other related duties as assigned.

Establish July 1998
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic banking and business office practices and procedures
District organization, operations, policies and objectives
Record keeping techniques
Modern office equipment operation
Correct English usage, grammar, spelling, and vocabulary
Public relations techniques
Bilingual proficiency desirable

ABILITY TO:

Operate standard office machines such as calculator and computer accurately
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Work cooperatively with others
Meet schedules and time lines
Plan and organize work
Communicate effectively, calmly and with courtesy in stressful situations and with irate individuals
Learn to interpret rules, regulations, and policies regarding Student Business Office operations
Maintain records and prepare reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of office assistant experience in a business/educational environment involving frequent personal public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Crowded Student Business Office environment
Subject to interruptions and frequent interaction with students, staff and the public
Involves variable hours which will include evenings and possibly weekends and which will differ from week to week
PHYSICAL ABILITIES:

Hearing and speaking to communicate with others
Seeing to read and review and to assure accurate completion of documents
Dexterity of hands and fingers to prepare documents and operate a computer keyboard and other office equipment
Sitting and standing for extended periods of time
Reaching to retrieve and file records