



Our vision is to be a powerful force for improving the quality of life in our community.

**Lower Columbia College's Early Learning Center is accepting applications for a
Part-Time Hourly
Office Assistant
(75 hours or less per month)**

Definition:

In support of office operations, performs repetitive, routine, or relatively simple clerical duties/tasks such as establishing and maintaining record keeping/filing systems and/or database files, serving as receptionist, performing mathematical calculations and copying materials.

Distinguishing Characteristics:

Under direct supervision, learns and performs a variety of routine office support functions; such as copying materials and filing documents in a filing system, posting records, answering telephones, and/or receiving visitors, and distributing mail and other office materials. Public and departmental contact role is limited in scope.

Typical Work Includes:

- Stacks, stamps, opens, codes, sorts, files or alphabetizes correspondence, records, or materials according to established procedures and predetermined categories; maintains files and records;
- Answers telephones; following clearly established guidelines, answers routine questions; receives and refers visitors;
- Functions as a receptionist.
- Keyboards/types office forms, envelopes, labels, and index tabs and provides incidental typing;
- Proofreads material and identifies areas needing corrections;
- Photocopies and collates material;
- Performs basic arithmetic such as addition, subtraction, multiplication, and division;
- Posts information from various departments according to established procedures and standards; tabulates and posts report forms;
- Operates a variety of office equipment such as computer/word processor and associated software, typewriter, calculator, document imaging, printers, multi-line phone system, and copy machine;
- Enters and retrieves data from electronic data processing systems; establishes and updates information; generates documents and correspondence; communicates with others via electronic means; updates computer system files;
- Picks up and prepares outgoing mail; learns to maintain logs, lists, rosters, directories, and other records;
- Performs other duties as required.

Desirable Qualifications:

- High school graduation or GED equivalent **AND**
- Six months of clerical work experience **OR**
- Equivalent education/experience

Knowledge of:

Basic knowledge of modern office practices, methods and procedures; English grammar, vocabulary, spelling and punctuation; basic arithmetic; the use of electronic information equipment.

Ability to:

Learn simple and repetitive office tasks; demonstrate reliability and a desire to learn new skills; understand and carry out oral and written instructions; understand procedures, manuals, policies and guidelines; exercise sound judgment when initiating processes, actions, and alternatives within established procedures, policy, and local practice; ability to learn general goals and purpose of departmental services and operations; establish and maintain harmonious work relationships with co-workers and the general public; communicate effectively verbally and in writing; learn and perform assigned clerical tasks and routines; maintain confidentiality of restricted information; enter data accurately.

Position pays \$11.39 per hour with no benefits. Open Until Filled.

Application Procedure

Applicants must complete:

- A Lower Columbia College employment application
- A cover letter addressing how you meet minimum qualifications and the essential functions
- A current resume
- Unofficial transcripts
- LCC Background Check Form
- A Lower Columbia College Head Start/ECEAP Background Inquiry, A Washington State Department of Early Learning Background Authorization
- An Applicant Data Form (optional)

Application materials are available online or at:

Human Resource Services

Administration Building, 1st Floor
Lower Columbia College
1600 Maple Street
PO Box 3010
Longview, WA 98632
Phone: (360) 442-2122

After working 350 hours in a 12-month period, this position will be included in the bargaining unit and will be subject to the union security provisions of the WFSE HE Collective Bargaining Agreement.

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Qualified members of protected classes are encouraged to apply. The College is also committed to maintain an environment for teaching and learning which is free of drugs and alcohol.

The Title IX/ EEO Coordinator and Section 504 Compliance/ADA Officer is Kendra Sprague, Administration Building, (360) 442-2120.

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate legal authorization to work for the duration of this position as required by the Immigration Reform Control Act of 1995.

Equal Employment Opportunity Employer