CSUB JOB ANNOUNCEMENT

Position Title: ADMINISTRATIVE SUPPORT ASSISTANT I

Recruitment #: #2011

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R07

Salary: $2,116 - $3,335 per month Non-Exempt

Department: University Police

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: April 29, 2016

Closing Date: May 13, 2016

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

DUTIES: Under general supervision, the incumbent will provide varying levels of general office, clerical, and secretarial support as well as administrative support for the Police Chief primarily focusing on event processing and LiveScan services. The duties may include maintaining files and records, scheduling and arranging appointments, processing documents and records, gathering data, preparing standard reports, and interacting with and solving problems for the Police Department customers and staff. Typical work assignments include: a full range of moderate clerical and secretarial work involving the regular use of judgment and discretion in support of a campus Police Department and the administration. Day-to-day work is performed relatively independently with general instructions, except for new assignments, and multiple work priorities must be managed. Assignments and projects may include planning and coordinating clerical work activities and often involve coordinating with others to gather routine information or solve problems.

Coordinate Administrative Activities for Department:
Perform general office functions such as answer phones and convey messages, take and transcribe meeting minutes, coordinate travel arrangements and process travel forms for department personnel, etc.
Create, maintain, and complete forms, letters, procedures and reports, and review for completeness and accuracy as it primarily pertains to the event functions for the UPD.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
Maintain confidential office files.
Schedule meetings and assist in other event arrangements.
Ensure a safe work environment by supporting university safety protocols.
Inventory and procure supplies, equipment, and materials as needed.

REQUIRED QUALIFICATIONS: Requires at least one year of experience in general office clerical work. Also requires experience and competence in using a variety of office support technology and systems including word processing and spreadsheet applications (i.e. Word, Excel, 25Live and Outlook). Incumbent must have the following: thorough knowledge of English grammar, spelling, and punctuation; ability to perform standard arithmetic functions of a transactional nature, including tracking and comparing data; fundamental writing and presentation skills to effectively communicate information; ability to respond to routine inquiries and explain standard policies and procedures to others; general working knowledge of office methods, procedures, and practices; fluency in using standard office software packages; ability to learn, interpret independently, and apply a variety of complex policies and procedures; ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough, and at times, creative solutions; efficiently handle front line contacts with a variety of campus and community individuals requiring active problem solving and effective interpersonal skills; demonstrated competence in effectively presenting standard information in writing; and demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas and instructions.

PREFERRED QUALIFICATIONS: Experience using a database management system preferred. Experience working in a Public Safety or Law Enforcement Office environment also preferred.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources.
Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. **Applicants will not receive individual notifications.** Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.