

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Part-Time Assistant			<i>BOT Date:</i> July 18, 2001
<i>Level:</i> 1	<i>FLSA Status:</i> NE	<i>Class Code:</i> Z0100	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Routine, simple tasks not requiring specialized knowledge or skills. Work typically consists of routine duties that follow standardized procedures of operation.

Duties and tasks may include, but are not limited to, Key Responsibilities referenced below:

	KEY RESPONSIBILITIES	% OF TIME
1.	May be responsible for typing and maintaining records of correspondence to include input and retrieval of data from computer terminals.	
2.	May maintain records and/or filing systems.	
3.	May compile and sort data in preparation for tabulation, analysis and/or written reports.	
4.	May sort and distribute incoming mail.	
5.	May perform routine accounting tasks.	
6.	Serves as receptionist and is responsible for incoming telephone calls and/or greeting visitors.	
7.	May perform routine tasks in duplicating centers, mail rooms, fitness centers, labs, or physical plant.	
8.	Performs other similar and related duties as required.	

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Current HCC Student Status required.	
<i>Experience:</i>	Not required, but helpful.	
<i>Complexity:</i>	Tasks are varied, but routine in nature and clearly defined. Problems are resolved by reporting them to the supervisor.	
<i>Communications with Others:</i>	Good interpersonal skills.	
<i>Supervision of Others:</i>	None.	
<i>Working Conditions/ Physical Effort:</i>	Work may be performed in administrative offices, mailrooms, or switchboards; duplicating, computer, or fitness centers; buildings and grounds, or academic environments such as labs, test centers, or libraries.	

