



**Tri-Valley ROP
1040 Florence Road
Livermore, CA 94550
(925) 455-4800**

**CLASSIFIED
POSITION
ANNOUNCEMENT**

TITLE: SECRETARY I/Attendance – Middle College at Las Positas College
WORK YEAR: M –F / 4 hours per day / 9:00 am to 1:00 pm / 11 month employee
LOCATION: Las Positas College, 3000 Campus Hill Drive, Livermore, CA 94551
DATE POSTED: July 30, 2020
STARTING DATE: ASAP
SALARY RANGE: \$1,791.71 - \$2,114.62/monthly
Placement is determined by combination of education and previous work experience.

APPLICATION PROCEDURE: If you believe you are qualified for this position and are interested in applying, please email a classified application (available at <https://www.tvrop.org>), letter of interest, resume, and three **current** professional letters of reference to: jobs@tvrop.org, Edjoin.com or mail to: Human Resources, Tri-Valley ROP, 1040 Florence Road, Livermore CA 94550, by **August 7, 2020 by 12:00 p.m.** Applications will be reviewed and those candidates whose training and experience most closely match the requirements will be invited for an interview, which may include a pre-interview assessment.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

DESCRIPTION/DEFINITION:

Under the direction of the Middle College Coordinator, perform a variety of data processing duties related to student records, achievement and accountability data for Middle College at Las Positas College. This position also provides direct clerical/administrative support to the Middle College Coordinator.

Required: Correct English usage, spelling, grammar, punctuation and composition; modern office methods, practices and procedures; standard office machines; MS Office programs, Google Suite, filing and record keeping procedures. Upon hire, must submit to fingerprinting for background clearance through the Department of Justice and evidence of a negative Tuberculosis (TB) test.

Desirable: Any combination of education and experience equivalent to: graduation from high school and minimum of two years' experience with data processing, reporting and computer operations; excellent work history, verifiable reliability, responsible, good interpersonal skills and work habits, knowledge of TVROP District policies, rules and regulations a plus; Valid California Motor Vehicle Operator's License.

Roles and Responsibilities:

- Maintain computerized registration, enrollment, and attendance system
- Organize and implement administrative systems and procedures to ensure student registration, enrollment and attendance reporting is completed accurately and within established timelines
- Respond to requests and problems concerning class registration policies and procedures
- Maintain student database systems by creating master computer calendars, and other database parameters; monitor and audit data input, initiate database backup procedures
- Prepares calendar for Middle College program, coordinating four District calendars
- Input and retrieve student data information; post attendance data weekly or as needed, monitor teachers' input of attendance
- Perform other duties as assigned by Middle College Coordinator or Superintendent