



STATE OF COLORADO
invites applications for the position of:
Administrative Assistant I
This position is open only to Colorado state residents.

CLASS TITLE: ADMINISTRATIVE ASSISTANT I

LOCATION: Otero County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Otero College, 1802 Colorado Avenue, La Junta, Colorado.

SALARY: \$2,557.00 - \$3,097.00 Monthly

HIRING PAY RATE: \$2,557 per month

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: 09/08/21

CLOSING DATE: 09/14/21 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



GJH-000070 9/21; Physical Plant

Founded in 1941, Otero College is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado.

CCCS recognizes the importance of a workforce that is reflective of our diverse student community which consists of 22.1% Hispanic; 6.2% Black/African American; 3.7% Asian/Pacific Islander; 0.9% American Indian/Alaskan Native; and 60.5% White. As such, we are interested in selecting the best candidate from a diverse pool.

EMAIL ADDRESS: All correspondence regarding your status in the selection/examination process will be conducted via e-mail. Please include your current e-mail address on your application and set up your e-mail to accept messages from 'cccs.edu' addresses or

info@governmentjobs.com. If you do not have an email address, then you will receive correspondence via US mail.

NOTE: This position will be primarily required to work Monday through Friday from 8:00 a.m. to 5:00 p.m., but hours may vary and are subject to change as work dictates.

The State of Colorado offers permanent employees a variety of benefits including medical, dental, life and disability insurance, tuition reimbursement, as well as a comprehensive leave program. Please click the following link for detailed information: www.colorado.gov/pacific/dhr/benefits.

DESCRIPTION OF JOB:

JOB DUTIES: *Your application must provide a detailed description of your relevant work experience in relation to the following duties:* This position provides general office support to the Physical Plant department. Specific duties include: enters data into work order system with associated cost coding and into Excel spreadsheets for inventories of custodial equipment, mechanical tools, preventative maintenance, and controlled maintenance requests. Position answers telephone calls and coordinates motor vehicle scheduling, material ordering, event set-ups and table and chair rentals. Position prepares, processes, and tracks local purchase orders; logs and completes purchase requisitions and other purchase documentation. Position provides clerical support for the purchasing process, to include bid requests, bid tabs, project proposals, reports, correspondence, contract specifications, and purchase requisitions. In addition, position generates inter-departmental billings and organizes, logs, and submits PCard expenses for signatures and approvals. Position files, copies, and updates inspections/manuals/reports. Tracks mileage for motor pool, and departmental billings and log. Schedules maintenance and general services for all vehicles as needed. Position receives, logs, delivers and generates memos for FedEx and UPS packages.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

MINIMUM QUALIFICATIONS: One year of general clerical experience. (Part-time experience will be pro-rated). ***Do not use "SEE RESUME" statements on application; your application must be completed in detail and clearly document your relevant work experience and must be documented as the primary function of the work assignment.***

NECESSARY SPECIAL REQUIREMENT: This position will deliver/return vehicles for service occasionally, therefore, a current and valid driver's license is required for this position.

SUBSTITUTION: One year (30 semester hours) of college/university course work may substitute for the general clerical experience.

PREFERRED REQUIREMENTS: ***Please provide a detailed description on your application of your relevant work experience and document examples of your work in relation to the following:*** Experience involving a wide range of clerical responsibilities. Proficient in Microsoft Word, Outlook and Excel. Excellent oral and written communication skills and following written instructions. Customer service/interpersonal skills. Prior experience entering information into a database. Receptionist experience. Previous purchasing experience. Previous bookkeeping or accounting experience. Organizational skills. Multi-tasking skills.

CONDITIONS OF EMPLOYMENT: Must submit to and successfully complete a pre-employment background check as conditions of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide OJC Office of Human Resources with an official disposition of the charges.

Appeal Rights

If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email (dpa_state.personnelboard@state.co.us), postmarked in US Mail or hand delivered (1525 Sherman Street, 4th Floor, Denver CO 80203), or faxed (303.866.5038) within ten (10) calendar days from your receipt of notice or acknowledgement of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board; go to spb.colorado.gov; contact the State Personnel Board for assistance at (303) 866-3300; or refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director's Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at spb.colorado.gov under Rules.

SUPPLEMENTAL INFORMATION:

SELECTION PROCESS: Applicants will be notified of the comparative analysis process at a later date. Your employment application will be used to rate your training and experience and to determine your rank among the candidates for this position. It is, therefore, very important to fill out the application completely and to give a detailed description of your education and work experience. Your application and/or attachments should address the described duties, minimum, preferred requirements and required competencies. Be sure your application specifically addresses the requirements as listed in the Minimum Requirements section and that all required documents are included in the application packet (e.g. application, transcripts, licensure, supplemental questionnaire, etc.). Failure to include the required information by the application deadline will result in your rejection from consideration of the position.

IMPORTANT NOTE TO APPLICANTS: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this information on your completed application.

For information regarding Otero Jr. College Security, including crime statistics for the OJC campus and surrounding area, please see the Otero Jr. College Campus Security website at: www.ojc.edu. For a hard copy report please contact 719-384-6831.

Equal Opportunity Employer: *The Colorado Community College System does not discriminate on the basis of sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identify, or sexual orientation in its activities, programs, or employment practices as required by Title VI, Title VII, 1964 Civil Rights Act; Title IX, Education Amendments of 1972; Age Discrimination in Employment of 1967; Section 504 of the Rehabilitation Act of 1973; Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, Pregnancy Discrimination Act of 1978; Genetic Information Nondiscrimination Act of 2008; and the Americans with Disabilities Act (ADA) of 1990.*

Americans with Disabilities Act (ADA) Accommodations

Otero College is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to

perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Kelsey Barbee, at kelsey.barbee@ojc.edu or call 719-384-6824.

If you are an individual who wishes to request reasonable accommodations for an exam, refer to the contact information on the exam scheduling notice or on the specific job announcement.

Pregnancy Related Accommodations, Colorado Anti-Discrimination Act (CADA)

The Colorado Anti-Discrimination Act (CADA), allows applicants to request a reasonable accommodation for health conditions related to pregnancy or the physical recovery from childbirth.

If you are an individual who wishes to request reasonable accommodations for an exam, you must do so at least three days prior to the administration of the exam. Please refer to the contact information on the exam scheduling notice or on the specific job announcement.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Otero College, Human Resources Office, 1802 Colorado Avenue, La Junta, Colorado, 81050 OR Fax at 720-858-3135.

DEPARTMENT CONTACT INFORMATION:

Kelsey Barbee at 719-384-6824.

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #GJH-000070 9/21
ADMINISTRATIVE ASSISTANT I
PD

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Administrative Assistant I Supplemental Questionnaire

* 1. Are you a current resident of the State of Colorado who can provide proof of Colorado residency?

Yes No

* 2. Are you willing to submit to a pre-employment background check as a condition of hire?

Yes No

* 3. I am willing to accept employment in La Junta, Colorado.

Yes No

* 4. Describe previous book keeping, departmental billing and/or expenses experience.

* 5. Describe previous experience working in a purchasing environment, working with vendors, bids and required paperwork.

* 6. Describe your Microsoft Office experience, specifically with Word, Outlook and Excel. What did you utilize these programs for?

* 7. Describe your previous data entry experience. Explain what systems you utilized to enter the data and what was your responsibilities.

* Required Question