



Dallas County Community College District
Human Resources Office
1601 S. Lamar Street Dallas, Texas 75215
Visit our website at: <http://www.dcccd.edu>

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

Brookhaven Cedar Valley Eastfield El Centro Mountain View North Lake Richland LeCroy Center Bill J. Priest District Office District Service Center

EMPLOYMENT OPPORTUNITIES: November 6, 2009

The following vacancies have been declared as **INTERNAL ONLY**. Only current employees of the DCCCD may apply for these positions.

ADMINISTRATIVE

NONE AT THIS TIME

INFORMATION TECHNOLOGY

NONE AT THIS TIME

PROFESSIONAL SUPPORT STAFF

Department Assistant IV (Position No. 030911059) \$2014/Mo., Full-time (Grant Ending 9/30/2010, Flexible Hours). Continuing Education Department/Small Business Development Center. Performs advanced general office functions including typing, accounting, record keeping, maintaining department files, updating records, processing a variety of forms, and performing related calculations. Coordinates assigned office functions which vary depending on department assigned to which may include but is not limited to, maintenance of mailing lists and mail outs; arranging of office equipment; ordering textbooks, set-up, input, handling and resolution of purchase orders, processing final grade rolls, etc. Performs advanced research, analyzes results, and prepares summary reports as it relates to department/division assigned to. Acts as a resource person for the department in answering inquiries of varying complexity relating to the specific functions of the department; acts as liaison between department and external agencies and/or individuals in answering and coordinating activities as they relate to the assigned department/division. Receives and accumulates data; verifies accuracy, completeness and compliance with DCCCD policies and procedures, office procedures, and/or state/federal regulations related to department functions. Interviews, hires, trains, and evaluates staff mostly comprised of part-time staff. Maintains records of department expenditures, monitors budget allocations, and provides information relating to budget balances to department head, and assists in budget preparation. Performs other duties as assigned. **REQUIREMENTS:** Associate's degree or higher plus four years of experience working in the specific area to which the position is assigned or equitable advanced general office experience or graduation from high school or equivalent plus six years of experience working in the specific area to which the position is assigned or equitable years of advanced general office experience. Advanced knowledge of computer technology to gather and maintain data, generate reports, perform advanced word processing functions and communicate with others. Advanced oral and written communication skills to interact with individuals from diverse socio-economic backgrounds. Official transcripts may be required. A criminal background check will be conducted. Deadline for all applications (electronic/non-electronic) is 5:00 p.m. on 11/20/2009. For information call **Cedar Valley College** (972) 860-8224.