

**APPLICATION INFORMATION AND INSTRUCTIONS
FOR CLASSIFIED POSITIONS**

To be considered for classified positions, you must meet position requirements, competencies and job readiness/working conditions. In addition, you must submit a completed, signed application, the respective supplemental examination, and any other required documents. Other supporting documents are optional. Completed materials must be received in Human Resources by the closing date and time indicated on the position announcement for optimal consideration. Applications for positions are accepted for advertised vacancies only. Since signatures are required on certain documents, application materials may not be submitted by e-mail.

The supplemental examination is a critical component of the application process. Written answers given to the supplemental questions are evaluated on specific elements in order to select the most qualified candidates to be interviewed. Applicants who successfully pass the examination process will be considered for an interview.

Applicants will be notified of the application process by mail once the process is complete.

Human Resources welcomes resumes for potential temporary openings and will keep them on file for one year after receipt.

Clark College is an Affirmative Action/Equal Opportunity employer. Protected group members are encouraged to apply. Upon request accommodations are available to persons with disabilities for the application process.

Thank you for your interest in Clark College!

EMPLOYMENT RECORD (List present or most recent experience first)

Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
Worked from: month / year to month / year or <input type="checkbox"/> Present	
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
Worked from: month / year to month / year	
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
Worked from: month / year to month / year	
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
Worked from: month / year to month / year	
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	

You may continue in the space provided on the next page.

EMPLOYMENT RECORD (continued)

Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time

List any professional licenses you have that are required or applicable to the position, including driver's license (e.g., CPA, State Bar Association, Certification for Medical Professions, etc):

EDUCATION

Have you graduated from high school or received a GED certificate? Yes No

Type of School	Name of School	Street Address, City, State, Zip	From Mo/Yr	To Mo/Yr	Total Credits Completed*	Degree Earned	Major
College or University (Undergraduate)							
College or University (Graduate)							
Technical, business, or other school							

*Indicate whether semester (S) or quarter (Q) credits

BUSINESS MACHINES OPERATED: Please complete this section if applying for an office or administrative support position.

<input type="checkbox"/> Computers (e.g., IBM, HP, Macintosh, other)	<input type="checkbox"/> Software	<input type="checkbox"/> Transcription Machine	<input type="checkbox"/> Calculator/Ten-Key
_____	_____	<input type="checkbox"/> Copier	<input type="checkbox"/> Multi-line telephone
_____	_____	<input type="checkbox"/> Fax	<input type="checkbox"/> Other _____
_____	_____	<input type="checkbox"/> TDD	_____

I certify that the information contained in the application form is true, correct and complete to the best of my knowledge. I understand that consideration of this application and the continuation of any employment gained depend upon the true and accurate representation of the facts as stated or implied in this application. In addition, I hereby authorize Clark College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give. I have read and understood the information on this application.

Printing tip: Select "yes" to continue printing outside of margins.

Signature

Date



Position Recruitment

Administrative Assistant 2

Clark College is currently accepting applications for an Administrative Assistant 2 position to support the Director of Operations and Auxiliary Services. This is a full-time temporary classified position with the possibility of becoming permanent. The initial appointment will include a 6-month probationary period and the employee will earn permanent status after successfully completing probation.

Job Duties/Responsibilities:

- **Emergency Management:** provide assistance relating to the planning, organization, implementation and coordination of all programs and activities associated with emergency preparedness/management operations; assist in conducting emergency drills for the College; facilitate communication across campus emergency management service providers; coordinate and foster partnerships with outside agencies in exercise planning and participation; participate in the development and implementation of emergency management goals and objectives; implement improvements; tracking and monitoring expenditures.
- **Policy & procedures:** assist in the review, revision, and submittal process; research current policy/procedures and RCWs; answer questions from internal and external clients and serve as resource on current policy/procedure process.
- **Contracts:** develop and maintain contracts records status and progress reports; review draft contracts for compliance with provisions of governing laws and statutes; assist in the development of contract specifications, write revisions, and track communication; obtain decision or ruling from the Office of the Assistant Attorney General; provide progress and contracts status information to other college units.
- **Event Services:** serve as back up to the Events Program Coordinator; assist with scheduling conference rooms on specialized scheduling software (R25); field questions about reserving spaces; assist with campus calendar; and marketing public events –occasionally be on site for public events; help to promote Event Services and build strong relationships internally and with the community; write/edit contracts; tracking expenses; filing.
- **Review and research operating procedures and problems;** develop solutions and/or recommendations.
- **Coordinate work of unit with that of other areas;** establish and maintain schedules and priorities; authorize exceptions and special processing.

Position Requirements and Competencies:

Candidates will be evaluated based on application materials, including the supplemental examination and personal interview(s) and will be required to demonstrate competencies in the following areas:

- **Education:** high school graduation or equivalent; Bachelor's degree desirable.
- **Experience:** progressively responsible experience in office, secretarial, or general administrative support work; experience in and/or knowledge of contracts and emergency management desirable.
- **Computer Skills:** experience using Microsoft Office Suite, including MS Word, Excel, Outlook, Access or comparable software/systems.
- **Communication Skills:** clear and effective written and verbal communication skills including spelling, grammar usage, and proofreading. Effectively builds and maintains strong relationships with a variety of diverse people.
- **Coordination and Organization Skills:** effectively organizes, prioritizes, delegates, and manages workflow to meet project deadlines and ensure smooth operations of the department.
- **Self-directed:** seeks and acts on opportunities to improve, streamline, and re-invent work processes and is receptive to new ideas. Ability to work independently.
- **Customer Service:** provides service that consistently meets or exceeds the needs of students, colleagues, and the community.

Continued on Reverse

Job Readiness/Working Conditions:

- Ability and willingness to learn basic administrative procedures, office practices, state and departmental policies, and management procedures and practices.
- Willingness to work as a productive member of the team.
- Ability and willingness to effectively manage multiple tasks with competing priorities.
- This position is represented by Washington Public Employees Association. As a condition of employment, employees are required to become a member of WPEA or pay a representation fee.

Salary/Benefits:

Starting Salary: \$2,370/month

Range: 35

Code: 105F

Benefits package includes insurance, retirement, annual and sick leave, disability, flexible spending account, and tuition waiver.

Application Process:

For optimal consideration, please submit the required materials by 5 p.m., November 30, 2009:

Clark College Human Resources

Baird Administration Building

1933 Fort Vancouver Way

Vancouver, WA 98663

Phone: (360) 992-2105

TTY for hearing impaired: (360) 992-2317; FAX: (360) 992-2873

Website: www.clark.edu/jobs

Required Materials:

- Clark College application for classified employees
- Supplemental Examination
- Computer Skills Checklist
- Resume

The College will consider its diversity needs when recruiting for all positions.

Clark College is an equal opportunity employer. Protected group members are strongly encouraged to apply. Clark College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities. Upon request, accommodations are available to persons with disabilities for the application process. Questions regarding the College's Affirmative Action Policy may be directed to the Associate Director of Human Resources, Baird Administrative Building, (360) 992-2619.

The security of all the members of the campus community is of vital concern to Clark College. Information regarding crime prevention advice, the authority of the Security/Safety Department, policies concerning reporting of any crimes which may occur on the campus, and crime statistics for the most recent 4-year period may be requested from the Clark College Security/Safety Department, (360) 992-2133. Some positions may require a background check be conducted on applicants prior to hiring.

Supplemental Examination - REQUIRED
ADMINISTRATIVE ASSISTANT 2
OPERATIONS AND AUXILIARY SERVICES

Clark College
Human Resources

This phase of the examination is used to determine which candidates will be selected for an interview. Please answer the following questions on separate paper. Answers should be complete and related to the position available.

1. ANALYSIS AND WRITTEN COMMUNICATION

Describe your ability to critically review and analyze complex information, compose and edit business correspondence, reports, policies/procedures, technical material and other documents. Indicate your responsibility for the final document.

2. ADMINISTRATIVE SUPPORT EXPERIENCE

Describe your experience keeping records, creating reports and contracts, and serving as a liaison between supervisor and staff.

3. RELATED KNOWLEDGE AND WORK EXPERIENCE

Describe your experience with:

- Policies & Procedures
- Higher Education Systems
- Emergency Management

4. WORKING INDEPENDENTLY UNDER PRESSURE

Give two examples of where you successfully completed challenging work assignments on your own initiative while working under deadline or other pressure.

5. COMPUTER APPLICATIONS

Discuss your experience with computer applications and complete the attached computer skills checklist.

Name: _____

Date: _____

Position: _____

COMPUTER SKILLS

Circle the appropriate response and indicate length of combined experience/training: E: Experience T: Training

COMPUTERS

IBM/IBM Compatible T E ____ mos.
Macintosh T E ____ mos.
Terminal Only T E ____ mos.
Other _____ T E ____ mos.

OPERATING SYSTEMS

Windows T E ____ mos.
DOS T E ____ mos.
Macintosh T E ____ mos.
UNIX T E ____ mos.
Other _____ T E ____ mos.

WORD PROCESSING SOFTWARE

WordPerfect T E ____ mos.
Microsoft Word-PC T E ____ mos.
Microsoft Word-Mac T E ____ mos.
MacWrite T E ____ mos.
MultiMate T E ____ mos.
WordStar T E ____ mos.
Other _____ T E ____ mos.

DATABASE MANAGEMENT

Updated/Maintained Developed
Dbase T E ____ mos.
Rbase T E ____ mos.
Paradox T E ____ mos.
Access T E ____ mos.

GRAPHICS/PUBLISHING SOFTWARE

Harvard Graphics T E ____ mos.
Pagemaker T E ____ mos.
MacDraw T E ____ mos.
MacPaint T E ____ mos.
FrameMaker T E ____ mos.
Powerpoint T E ____ mos.
Other _____ T E ____ mos.

SPREADSHEET SOFTWARE

Updated/Maintained Developed
Lotus 1-2-3 T E ____ mos.
Excel T E ____ mos.
Quattro Pro T E ____ mos.
Other _____ T E ____ mos.

PROGRAMMING LANGUAGES

Visual Basic T E ____ mos.
C ++ T E ____ mos.
Other _____ T E ____ mos.

EMAIL SYSTEMS

Outlook T E ____ mos.
Eudora T E ____ mos.
Other _____ T E ____ mos.

Rate your level of computer expertise: Beginning Intermediate Advanced

Comment: _____

WORD PROCESSING FUNCTIONS:

Align text Integrate text w/graphics
 Set margins Upload/download
 Set tabs Create footnotes/outlines
 Headers/footers Create columns
 Search/replace
 Merge/sort

Which software have you utilized for these functions:

WordPerfect
MS Word
Other _____

WORKFORCE PROFILE INFORMATION

CLARK COLLEGE

Clark College is required by law to report the composition of its workforce to the government. This form is required for all employees. It is optional for applicants.

Name (Last, First, Middle Initial)	Date of Birth / /	Social Security Number - -
Street Address:		Phone: () - area code
City, State, Zip:		

1. What race(s) or culture(s) do you consider yourself? (Refer to definitions on reverse)

- African American / Black (870)
- Caucasian / White (800)
- Asian or Pacific Islander (API):**
- Chinese (605)
- Filipino (608)
- Hawaiian (653)
- Korean (612)
- Samoan (655)
- Guamanian (660)
- Vietnamese (619)
- Asian Indian (600)
- Japanese (611)
- Cambodian (604)
- Laotian (613)
- Other API [Please identify below]
- American Indian (597)
[Please identify the name of the enrolled or principal tribe below]
- Inuit (935)
- Aleut (941)
- Mexican, Mexican-American (722)
- Puerto Rican (727)
- Chicano (705)
- Cuban (709)
- Other Spanish [Print one group below, such as Colombian, Dominican, Nicaraguan, Spaniard, etc.]
- Other Race [Please indicate race or culture below]

If you are more than one race, please check "Multi-Racial" below and indicate your preference for Affirmative Action purposes.

Multi-Racial _____

2. Educational Level: (check one)

- H.S. Diploma (04)
- Trade Certif (05)
- Some College (06)
- AA/AS (07)
- BA/BS (08)
- Masters (09)
- Prof Degree, JD, MD (10)
- EdD, other Doctorate (11)
- PhD (12)
- Other _____

3. Are you: Male Female

4. Have you ever been on active duty in the U.S. Armed Forces?

- No Yes Dates: From ____ To ____
- Vietnam-era Veteran (VV)
- Disabled Veteran (Percent of disability ____%) (DV)

5. Are you receiving military retirement payments?

- Yes No

6. Do you have any physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning?

- Yes No

NOTE: If you mark "Yes", you will be identified as an individual who meets the affirmative action criteria for persons with disabilities. A detailed definition is printed on the reverse.

7. Do you have a physical, mental, or other health condition that has lasted six (6) months and which limits the kind or amount of work you can do at a job?

- Yes No

NOTE: This question is included to maintain consistency with the federal census data. If you mark this question "Yes" and do not answer 6 as "Yes", you will not meet the definition of a person with disabilities since it states that disability must be permanent.

8. Retirement Program Status - Confirmation of employees' current or former membership in any Washington State Retirement program is mandatory. This section must be completed.

- I am not and never have been a member of any Washington State retirement plan.
- I am an:
 - active inactive retired member of:
 - TIAA/CREF
 - Washington State Teacher's Retirement System (TRS):
 - TRS 1 TRS 2 TRS 3
 - Washington State Public Employees Retirement System (PERS)
 - PERS 1 PERS 2 PERS 3

CERTIFICATION - I attest that I have completed this form to the best of my knowledge and the information is true and correct.

Signature: _____ Date: _____

Affirmative Action Definition

American Indian or Alaskan Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, or Samoa.

African-American/Black. A person with origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, South America, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

Caucasian/White. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment; which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veterans Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.

Notice to: Applicants

Re: Veterans Preference

Applicants who are veterans of the U.S. armed services may claim veterans' preference if they meet certain criteria.

A veteran is a person who has received an honorable discharge or received a discharge for physical reasons with an honorable record and has served in any branch of the armed forces of the United States during:

- World War I
- World War II
- The Korean conflict
- The Vietnam era (August 5, 1964 – May 7, 1975)
- The Persian Gulf War
- The following armed conflicts, if the participant was awarded the respective campaign badge or medal: the crisis in Lebanon; the invasion of Grenada; Panama, Operation Just Cause; Somalia, Operation Restore Hope; Haiti, Operation Uphold Democracy; and Bosnia, Operation Joint Endeavor; Afghanistan, Operation Enduring Freedom; Iraq, Operation Iraqi Freedom.

Please complete the following information:

1. Are you a veteran? Yes No

2. If yes, did you serve in:

A period of war: _____

An armed conflict: _____

Did not serve during a period of war or armed conflict

3. Do you wish to claim veterans' preference? Yes No
If yes, you must attach a copy of your DD-214

4. Are you receiving military retirement benefits? Yes No

Signature

Date

ACCOMMODATIONS
ACCOMMODATIONS AVAILABLE IN THE RECRUITMENT
PROCESS FOR CLARK COLLEGE

Below is a list of some of the accommodations we can provide to persons with disabilities during the recruitment/examination process. Persons who require accommodations other than those listed are invited to contact a member of the Human Resources staff. We encourage persons with disabilities to suggest other methods of accommodation which would be helpful.

During the recruitment phase, we can:

- Mail or FAX application information
- Assist with completion of application
- Extend deadline for acceptance of applications
- Modify application format
- Provide application materials in LARGE PRINT
- Provide a reader or deaf interpreter

During the examination phase, we can:

- Modify the examination format
 - Provide a reader or deaf interpreter
 - Assist with completion of supplemental application forms
 - Extend examination deadlines
 - Conduct interviews by telephone
-

Clark College Human Resources is located at the South end of the campus in the Baird Administration Building; the building is accessible to wheelchairs through the northwest side of the main level, and the northeast side of the lower level. Parking spaces in both the front and back parking lot are reserved for disabled persons; the building is equipped with an elevator.

Information may be obtained by TTY for hearing impaired individuals by calling (360) 992-2317.