

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

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**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 4

Clark College is currently accepting applications for an Administrative Assistant 4 position to provide administrative support to the Associate Dean of Workforce Education, Basic Education, and Economic Development (WEBEED) with significant budget and fiscal responsibility. This is a full-time permanent classified position. The initial appointment will include a 6-month probationary period and the employee will earn permanent status after successfully completing probation.

### **Job Duties/Responsibilities:**

- Provide administrative support to the Associate Dean of WEBEED.
- Develop personnel and purchasing contracts
- Manage, administer, and develop specialized grants and contract budgets for the unit, including projecting, monitoring, problem solving, processing budget transfers and related budget reconciliation (Monthly/Quarterly). Unit budgets include:
  - Perkins and Associated Perkins Plans
  - Work First Block Grant
  - Workforce Base Allocation
  - Basic Education Grants
  - 101 General Funds
  - Foundation Grants
- Work with Associate Dean of WEBEED to project annual needs and prepare budget requests and reports; train support staff in monitoring budgets and processing related paperwork.
- Assess and ensure compliance with the grant guidelines for appropriateness of expenditures.
- Analyze and track data in the College's Financial management System (FMS)
- Communicate across college units to ensure grant(s) funds are being expended appropriately.
- Approve expenditure and budgetary transactions.
- Track and project expenditures on a regular basis.
- Ensure all revenue from granting agencies has been received by the college.
- Develop, monitor, and maintain Microsoft Excel spreadsheets for all department budgets, revenues, and expenditures.
- Adjust allocations based on modifications to the grant allocation or guidelines.
- Bill the State Board for Community and Technical Colleges for expenditures and reconcile accounts.
- Prepare complex reports for internal and external partners; prepare annual reports and resolve contractual issues.
- Record and distribute meeting minutes; compose and edit correspondence.
- Authorize equipment repair/renovation
- Coordinate with Associate Directors, Program Managers, and staff in preparing travel and purchase requests, and on budget-related issues.
- Establish procedures and interpret administrative policies for internal and external constituents.
- Coordinate special projects.
- Coordinate policy and agency matters within WEBEED and partners agencies; investigate and coordinate operating methods and procedures with other various staff agencies; develop improved administrative methods.
- Facilitate and participate in the coordination of the Clark College tenure process for faculty.
- Direct and/or coordinate special projects and events as assigned and perform related duties as required.

### **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:** Associates degree in Business, Accounting, or related field OR equivalent education/experience. Bachelor's degree in Business, Accounting, or related field desirable.
- **Experience:** two years of accounting, bookkeeping, or related fiscal experience; experience working with budgets and grants. Experience working with budgets and grants in a public sector environment is 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.
- **Organization Skills and Attention to Detail:** effectively coordinates activities, services, and schedules to produce efficient and accurate work, such as compiling and analyzing data and developing reports.

### **Job Readiness/Working Conditions:**

- Willingness to work as a productive member of the WEBEED 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.
- **As a condition of employment, this position requires a background check be conducted on applicants prior to hiring.**

### **Salary/Benefits:**

**Starting Salary:** \$3,063/month

**Range:** 46

**Code:** 105H

*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 17, 2009 (extended date):**

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; Web site: [www.clark.edu/jobs](http://www.clark.edu/jobs)

### **Required Materials:**

- Clark College application for classified employees
- Supplemental Examination
- Computer Skills Checklist
- Resume
- Unofficial transcript of highest degree

***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.*

Issued October 26, 2009  
Clark College Human Resources

**SUPPLEMENTAL EXAMINATION - REQUIRED**  
**ADMINISTRATIVE ASSISTANT 4 - WEBEED**  
**CLARK COLLEGE HUMAN RESOURCES**

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*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. BUDGETS/GRANTS/CONTRACTS**

Describe your experience/training developing, monitoring and reconciling budgets and/or grants and contracts. Give the dollar amounts involved.

**2. WORKING INDEPENDENTLY**

Give two examples of job responsibilities or assignments which best demonstrate your ability to work independently in a program area. In your examples, please include:

- Interpreting rules and regulations
- Establishing work priorities
- Developing/implementing policies and/or procedures
- Coordinating program activities
- Coordinating projects
- Advising clients regarding program policies and activities

**3. WORKING UNDER DEADLINE PRESSURE**

Describe two examples of your experience working under deadline and/or other kinds of pressure. Explain how you met such pressure without an undue amount of stress to yourself and others.

**4. WORKING INDEPENDENTLY**

Give two examples of where you successfully completed challenging work assignments on your own initiative. Indicate how you analyzed and approached the assignments and your effectiveness in achieving a successful outcome.

**5. COMPUTER SKILLS**

Describe your experience with computers using various software and using specialized state or proprietary systems. In addition, please indicate on the attached *Computer Skills* checklist your level and length of experience.

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.

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

**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

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**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.

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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:**

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- 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.**