



**ANTELOPE VALLEY COLLEGE**  
Office of Human Resources & Employee Relations  
**HIRING REQUEST FOR PERSONNEL**

This requisition must be used to request the filling of any regular position. Once completed and approved, this form verifies the position to be budgeted and will initiate recruitment procedures as necessary.

**ALL FIELDS MUST BE COMPLETED**

- Administrative
- Academic Faculty
- Classified
- CMS
- Temporary Faculty (EC 87482.5)

Department/Division: Instructional Resources & Extended Services  
Position Title: Clerical Assistant III  
Desired Start Date: 1/21/13

**Position Information:**

Replacement for: \_\_\_\_\_

New Position Does a current job description exist?  Yes  No

Justification: Provide technical clerical support for the Palmdale Center STEM program and evening faculty.

Full-time: 100 % 11 # months/year  Part-time: \_\_\_\_\_ % \_\_\_\_\_ # months/year

Position Days: Monday - Friday (Work schedule is subject to change depending upon dept. needs).

Position Hours: Monday - Thursday 11:00 am - 8:00 pm Friday 8:00 am - 5:00 pm

Position Location:  AVC Main Campus  AVC Palmdale Center  Other: \_\_\_\_\_

**Position Type/Funding:**

District: 30 digit account/funding code: \_\_\_\_\_

Grant/Other Non-District: Name/Title: STEM Solo Palmdale Center

Specify beginning & ending dates of funding: 10/1/11 to 10/1/15

30 digit account/funding code: 01.3 03006 66306 2100 6740000

Originating Supervisor: S. Dalmage Date: 9/20/12

SA Leary 10/22/12 (5) SPBC approval Date: October 17, 2012

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|---|-------|------|-------|--------------|------------|
| (1) President/Superintendent                | _____ | Date | _____ | [ ] Approved | [ ] Denied |
| (2) Vice President                          | _____ | Date | _____ | [ ] Approved | [ ] Denied |
| (3) Vice President, Administrative Services | _____ | Date | _____ | [ ] Approved | [ ] Denied |
| (4) Vice President, Human Resources         | _____ | Date | _____ | [ ] Approved | [ ] Denied |

Reason for Denial: \_\_\_\_\_