

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### CALWORKS TECHNICIAN I

Salary Range 12

#### **BASIC FUNCTION:**

Under the direction of the Director of CalWORKs interviews and assists students in the CalWORKs program; performs a variety of specialized duties in providing support to CalWORKs students; performs other related duties as may be assigned.

The CalWORKs Technician I performs a variety of tasks involved in assisting students who are eligible for CalWORKs. Incumbents are assigned to one or more specialties within the CalWORKs program and typically assist students with verifying enrollment in Antelope Valley College. The CalWORKs Technician II serves in a specialized capacity in terms of computer systems or specific program management.

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Prepares and completes CalWORKs documents; verifies enrolment information; interviews and advises students concerning eligibility, interprets requirement procedures and other issues. (E)
- Maintains current knowledge of State programs regarding changes in eligibility requirements, application procedures and other issues; attends meetings, workshops and conferences. (E)
- Coordinates communication and activities with Department of Social Services; DPSS, Greater Avenues for Independence, GAIN, and the AVC district. (E)
- Prepares and maintains variety of record, files, and reports related to students and CalWORKs activities. (E)
- Operate a variety of office equipment and machines including computer, peripheral equipment, calculators, and copiers. (E)
- Assists in planning, organizing, developing, and coordinating of office meetings. (E)
- Records and maintains student grades and progress. (E)
- Receives and provides students with information in regard to GAIN and AVC. (E)
- Distributes and collects progress report academic forms; duplicates items, collates, and files information. (E)
- Receives and distributes incoming and outgoing mail; develops and modifies program flyers and bulletins. (E)
- Trains and oversees student assistants and other personnel assigned to assist in everyday functions. (E)
- Ensures the ordering and inventory of all supplies and materials as required. (E)
- Maintains paperwork and filing of all purchase requisitions and warehouse orders. (E)
- Receives and relays telephone calls as directed; takes and relays messages and schedules appointments as needed. (E)
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school or G.E.D. equivalent and experience two years experience working in an educational institution or similar type of program working with students handicapped by educational and economical disadvantages.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid driver's license.

**KNOWLEDGE OF:**

Vocational assessment instruments.

Interest inventories and work sample component tests.

Methods, procedures and terminology used in test administration.

Oral and written communication skills.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of office machines including computer equipment and software.

Report writing techniques.

**ABILITY TO:**

Administer and score vocational assessment tests, interest inventories, and aptitude and work sample component tests.

Observe students during test procedures and prepare clear, objective and concise written observations.

Direct individual and group testing.

Relate effectively to educationally and physically handicapped students.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Work independently with little direction.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides work direction to student workers.

**CONTACTS:** Co-workers, other departmental staff, students, clients, outside agencies, and the general public.

**PHYSICAL EFFORT:**

Requires the ability to exert some physical effort, such as walking, standing and light lifting

Dexterity in the use of fingers, limbs and body in the operation of office equipment.

Tasks require extended periods of time at a keyboard.

**WORKING CONDITIONS:**

Normal office environment.