

J. Sargeant Reynolds
Community College



ADMINISTRATIVE & OFFICE SPECIALIST III, #WG662
(Working Title: Fiscal Technician Senior)
PART-TIME/HOURLY

J. Sargeant Reynolds Community College is a comprehensive two-year college dedicated to providing quality educational opportunities to the residents of the Richmond metropolitan area and surrounding counties. The College has three (3) campuses located in urban, suburban and rural settings. Total enrollments exceed 17,000 credit and 8,000 non-credit students annually. Additional information is available at the College's Website: <http://www.reynolds.edu>

The College is seeking applicants for the position of Administrative & Office Specialist III, Pay Band 3. This position will be assigned to Financial Operations Department, Central Administration Building, 1701 E. Parham Road.

- DUTIES:** This position will provide administrative and program support to the Financial Operations Department of J. Sargeant Reynolds Community College. Duties include: tracking paperwork; updating and reconciling spreadsheets; contacting customers; and general office support activities, to include data entry, telephone coverage, file maintenance, copying and mail distribution.
- QUALIFICATIONS REQUIRED:** Demonstrated ability to operate a personal computer using current software programs, proficiency in Microsoft Word and Excel is required. Demonstrated skill in data entry and general typing. Demonstrated ability to provide a high level of customer service; prioritize work assignments; and communicate effectively, orally and in writing, with a diverse population. High school graduate or equivalent.
- QUALIFICATIONS PREFERRED:** High school diploma with additional coursework and/or training in Microsoft Excel is preferred. Current work experience using Excel in the performance of various office support services in a busy office environment is also preferred.
- TYPE OF POSITION:** Part-time/hourly position without state benefits. **Salary Range:** \$11.09-\$13.00 an hour, based on related experience and pre-employment salary.
- APPLICATION PROCESS:** A completed State application may be mailed to Human Resources, P. O. Box 85622, Richmond, VA 23285-5622, hand-delivered to 1701 E. Parham Road, Room 317, or faxed to (804) 371-3853.

Applications will be accepted until the position is filled.

Women and Minorities are encouraged to apply.
 "Reasonable Accommodations" are provided for applicants with disabilities.
 AA/EOE/ADA