

**NASHUA COMMUNITY COLLEGE  
SUPPLEMENTAL JOB DESCRIPTION**

**INCUMBENT:** \_\_\_\_\_

**FLSA:** Non-Exempt      **EEO-6:** 4-44 (Clerical & Secretarial)      **SOC CODE:** 43-1199

Experience: Three (3) years of experience in a responsible clerical or technical support position of teaching, academic advising or counseling in an educational setting, with responsibility for providing program information to the public. Each additional year of approved work experience may be substituted for one year of required formal education.

**LICENSE/CERTIFICATION:** Valid driver's license and/or access to transportation.

**RECOMMENDED WORK TRAITS: :** Knowledge of the organization and operations of the departments or college in which position is assigned. General knowledge of current literature in specialized field of work. Knowledge of modern office practices, procedures and equipment. Knowledge of English, spelling and arithmetic. Knowledge of the procedures and practices involved in interviewing. Knowledge of office record keeping and reporting. Knowledge of the regulations pertaining to departmental programs. Some knowledge of the principles and practices of public administration. Ability to gather, assemble, correlate and analyze facts and identify existing or potential problems. Ability to contribute to the development of sound operational procedures. Ability to make sound judgment in appraising situations and making routine decisions. Ability to follow specific instructions in gathering facts, data or resources in organizing required information. Ability to make decisions based upon fact-finding interviews within the parameters of the rules and policies of the college. Ability to meet with clients and explain programs sponsored by the department or college in which the position is located. Ability to present ideas clearly and effectively. Ability to establish and maintain effective working relationships with other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

**SIGNATURES:**

The above is an accurate reflection of the duties of my position.

\_\_\_\_\_  
Employee's Name (print)                      Employee's Signature                      Date Reviewed

Supervisor's Name and Title: Kathy Costa, Associate Vice President, Academic Affairs

The above description accurately measures this employee's job duty.

\_\_\_\_\_  
Supervisor's Signature                      Date Reviewed

\_\_\_\_\_  
CCSNH Director of Human Resources                      Date Approved