

**Position:** Disabled Students Programs & Services  
Specialist (DSP&S)

**Position Number:**

Perform various clerical tasks in support of DSP&S including answering phones, scheduling student meetings with counselors, taking minutes of meetings, typing, filing, making travel arrangements and other activities as needed.

Operate a computer and other office equipment as assigned; operate various assistive devices such as print enlarger, assistive listening devices (ALDs), telecommunications device for the deaf (TDD), tape recorder and others as assigned.

Perform related duties as assigned.

Any combination equivalent to: associate's degree in behavioral sciences or related field and three years increasingly responsible experience in a student services environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time.  
Bending at the waist or kneeling to file and retrieve records.

**HAZARDS:**

Exposure to working with individuals with psychological disabilities such as explosive disorder.