



Job Description

JOB TITLE: ADMINISTRATIVE ASSISTANT – TAHOE TRUCKEE
PAY GRADE: CL 20
REVISED: 5/10/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.

SUMMARY DESCRIPTION- Under general supervision of the Dean performs complex administrative, secretarial and clerical assistance duties in support of both student services and the Tahoe-Truckee Campus including admissions and records, counseling appointments, financial aid intake and data entry, residency support, scheduling classes, coordinating classroom usage, assisting in budget administration, accounting support and performing a variety of special tasks and projects relative to assigned area of responsibility.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs secretarial and administrative support duties for an assigned manager; relieves administrator of a variety of clerical, technical and administrative details.
2. Serves as point of contact with students, prospective students, staff, and the general public regarding departmental services; provides technical information and assistance regarding area of assignment; explains program applications, policies, procedures, requirements, and restrictions; develops promotional and informational materials for distribution on and off campus; maintains assigned resource material.
3. Verifies and reviews materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, files, and reports; collects and processes appropriate information.
4. Performs a full range of clerical and administrative duties in support of program operations; assembles files and duplicates materials; composes and prepares office correspondence, materials, reports, forms, brochures, presentations, handbooks, manuals, and consumer information; answers phones, refer callers, and take messages; maintains and orders supplies.
5. Facilitates the coordination of schedule production; coordinates and inputs data in accordance with established District policies and procedures; calculates class hours for reporting to state for apportionment purposes.
6. Coordinates classroom usage; releases room schedule for electronic publication.
7. Assists in budget administration; tracks and reconciles budget activity; posts, monitors and tracks invoices, credit card and other expenditures; prepares purchase requisitions, check requests, special assignment agreements, independent contracts, and claims for reimbursement.



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8. Maintains records of expenditures and income for organizational unit supplies; initiates, codes and monitors fund transfers from various budget accounts.
9. Prepares requisitions and claims for reimbursement; resolves invoicing, purchase order and other financial documentation questions or problems with vendors.
10. Prepares financial documents and reports; prepares and balances financial summaries.
11. Arranges or coordinates with staff the use of campus and off site facilities and meeting rooms; researches room charts for available locations; initiates and submits required forms for use of facilities.
12. Operates office equipment including computer equipment, typewriter, calculator, copier and facsimile machine; utilizes various computer applications and software packages; maintains and generates reports from a database or network system.
13. Orders office supplies, equipment and materials; assures proper functioning of office equipment; coordinates repairs of office equipment as needed.
14. Coordinates and oversees specialized functions or projects; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions or information as appropriate.
15. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned office.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.

Principles, practices, and procedures of business letter writing.

Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.

Principles and practices used to establish and maintain files and information retrieval systems.

Basic research methods and techniques.

Basic mathematical concepts.

Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Interpersonal skills using tact, patience, and courtesy.



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English usage, grammar, spelling, punctuation, and vocabulary. Oral and written communication skills.

District organization, operations, policies and objectives. Referral agencies, services, and departments on and off campus may be required for some assignments.

Clerical accounting and bookkeeping principles.

Ability to:

Understand the organization and operation of the assigned office and/or program area as necessary to assume assigned responsibilities.

Understand, apply, and ensure compliance with administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Perform a range of technical, program support, administrative, and clerical duties involving the use of independent judgment and personal initiative.

Provide specialized assistance, training, and information to students, faculty, administrators, staff, and the public concerning assigned program area, functions, and resources.

Research, compile, analyze, and interpret data.

Prepare a variety of clear and concise administrative and financial records.

Implement and maintain filing systems.

Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

Respond to requests and inquiries from students, staff, or the public; effectively present technical information in person or on the telephone to students, staff, or the public.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.

Type or enter data at a speed necessary for successful job performance.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications. Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work effectively with minimal supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.



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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration, secretarial science or a related field.

Experience: Three years of increasingly responsible secretarial and clerical experience preferably in an administrative office of a public agency or in an educational environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Hearing: Hear in the normal audio range with or without correction.