



## Job Description

**JOB TITLE:** Administrative Assistant

**PAY GRADE:** CL 20

**LAST REVISED:** 6/01/2007

*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 from an assigned Director, Dean or Associate Dean, performs complex administrative, secretarial and clerical assistance duties in support of an assigned area; provides advanced and complex administrative and secretarial assistance to academic and classified staff, students and the public; and performs 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 not perform all of the listed duties and/or 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. Screen office visitors and telephone callers; responds to sensitive questions, complaints and requests for information from administrative, management, academic, and/or classified staff, the general public and students; communicates information in person, by telephone or electronic mail.
3. Maintains a calendar of events to assure timely coordination of office activities and status of assigned projects; schedules and arranges meetings and appointments; coordinates activities with other divisions and departments; makes travel arrangements for staff.
4. Facilitates communication between assigned administrators, students, academic and classified staff, other offices, educational institutions, public agencies and the general public; interacts and relays information, questions and decisions regarding administrator's area of assignment.
5. Composes correspondence independently; prepares responses to letters, general correspondence and personal inquiries of a sensitive nature for administrator's approval; formats, types, proofreads, duplicates and distributes correspondence, notices, lists, forms, memoranda and other materials according to established procedures, policies and standards.
6. Establishes and maintains filing systems including confidential files; establishes and maintains files for information, records and reports; maintains records related to specific area of assignment.
7. Compiles, verifies, summarizes, records and evaluates information; prepares and distributes narrative, statistical and financial data; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
8. 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.



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9. Coordinate's classroom usage between divisions and locations; releases room schedule for electronic publication.
10. Monitor's enrollment figures and recommends necessary additions or cancellations; enters corrected data into database.
11. Creates, verifies, edits and distributes hourly and full-time faculty loading records; monitors faculty workload and leave provisions; ensures compliance with provisions of applicable collective bargaining agreements.
12. Records and verifies faculty, classified, student and hourly temporary time sheets; calculates and processes faculty stipends; generates and proofs monthly faculty pay reports and submits for processing.
13. Coordinates, schedules, compiles, tabulates and processes faculty member performance evaluations.
14. Assists in budget administration; tracks and reconciles budget activity; posts, monitors and tracks invoices, credit card and other expenditures; prepares purchase requisitions, check requests, independent contracts, and claims for reimbursement.
15. Maintains records of expenditures and income for organizational unit supplies; initiates, codes and monitors fund transfers from various budget accounts.
16. Prepares requisitions and claims for reimbursement; resolves invoicing, purchase order and other financial documentation questions or problems with vendors.
17. Prepares financial documents and reports; prepares and balances financial summaries.
18. 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.
19. 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.
20. Orders office supplies, equipment and materials; assures proper functioning of office equipment; coordinates repairs of office equipment as needed.
21. 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.
22. Receives mail and identifies and refers matters to the administrator in order of priority.
23. Trains and provides work direction to assigned student workers and temporary help as assigned.
24. 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:**

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles, practices and procedures of business letter writing.

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- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles, practices and procedures of fiscal, statistical and administrative record keeping.
- Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
- Basic mathematical concepts.
- Basic research methods and techniques.
- Work organization and basic office management principles and practices.
- English usage, grammar, spelling, punctuation, and vocabulary.

### **Ability to:**

- Understand the organization and operation of the assigned division and/or department as necessary to assume assigned responsibilities.
- Understand and apply administrative and office policies and procedures as well as pertinent laws, regulations and ordinances.
- Perform a range of administrative, technical, secretarial and clerical duties involving the use of independent judgment and personal initiative.
- Independently compose and prepare correspondence and memoranda using correct English usage, grammar, spelling, punctuation and vocabulary.
- Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
- Use sound judgment in recognizing scope of authority.
- Type or enter data at a speed necessary for successful job performance.
- Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
- Research, compile, analyze, and interpret data.
- Implement and maintain filing systems.
- Train and provide work direction to others.
- 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.

**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.



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**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.