**Position:** Administrative Assistant III  
**Position Number:**  
**Department/Site:** Area’s Office  
**FLSA:** Non-Exempt – (Classified CSEA)  
**Reports to:** Director, dean, or other administrator in assigned area  
**Salary Range:** 23

**DESCRIPTION:**
Under limited supervision, provide highly professional administrative assistance to a dean or director, including typing, filing, creating reports, creating and maintaining records relating to budgets, personnel, and assignments; and perform specialized administrative duties to support and lead the work of assigned office. Independently coordinate the day-to-day administrative operations of the division or department office, and provide accurate, reliable, and timely assistance and information to the public, students, administrators, faculty, and staff related to the services provided by the office.

**DISTINGUISHING CHARACTERISTICS:**
Administrative Assistant III is the highest level classification among this administrative support series. The incumbents in this classification generally report to deans, and work fairly independently to coordinate the day-to-day operations of the office. The AAIIIs are competent to provide a variety of administrative support tasks for assigned administrators and other departmental staff, and to perform most assignments independently. The Administrative Assistant III is distinguished from lower levels of the series by the increased level of independence in decision-making and initiative expected, the expert knowledge of programs and policies expected, as well as the complexity of problem-solving needed. This class normally also has a significant amount of public interaction. The incumbent also may perform specialized clerical and administrative duties, and any of the duties contained in lower levels of this classification.

**REPRESENTATIVE DUTIES:**
- Processes administrative details and functions not requiring the immediate attention of supervisor.
- Performs varied and responsible administrative support duties to assist in the processing and completion of operations in the assigned administrative office.
• Acts as an information source regarding policies and procedures; provides information where judgment, knowledge and explanations are necessary, especially in the proper handling of files that contain personal information in order to maintain confidentiality.

• Provides administrative support to the administrative office in all matters relating to the business of the area, which may include the areas of: accreditation; grant development; staff development; various review and certification procedures; specialized programs relating to student operations; special course and program development and documentation; course outlines; contract preparation; and other areas as needed. May monitor schedule-building process and may assist supervisor in development of presentations.

• Coordinates various meetings, ceremonies, and receptions as assigned; provides support services for trainers or speakers, including selection of meeting rooms and accommodations; prepares agenda items; prepares and maintains a master calendar for the administrative unit.

• Prepares and processes a variety of letters and documents, which may include statistical reports, personnel/employment forms and contracts, resolutions, manuals, contracts, grant applications, purchase requisitions, and final reports. Composes memos and other correspondence.

• Creates and maintains spreadsheets and/or databases for area projects as needed; prepares reports and final documents; oversees the establishment and maintenance of filing systems.

• Makes and tracks budget entries for multiple budget accounts to spreadsheet and database systems as necessary and submits budget reports as required by the District.

• Serves as a liaison between and among the department or division, students, the college, and the community at large; greets and assists office visitors and telephone callers; responds to questions; provides information as required; refers people to appropriate sources.

• Monitors special projects and programs and takes independent action as needed; maintains deadlines on control files and expedites their completion; coordinates assignments and activities.

• Checks reports, records, and other material for accuracy, completeness, and conformity with established standards. Learns and utilizes current campus software to meet the particular needs of the office.

• Arranges interviews, appointments, schedules, and conferences; makes travel arrangements and itineraries related to functions of the assigned office; arranges committee and other meetings; coordinates preparation of workshops.
• Coordinates the department workflow and the work of student employees in the administrative unit office as assigned.

Other Functions:
Serves on college committees and councils as assigned, and serves as note taker at meetings that the AAIII’s supervisor chairs, which may include scheduling and arranging all details of meetings, preparing agendas, simultaneously taking notes, transcribing minutes, and posting minutes of meetings to website.

Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:
Completion of two years of college level course-work in business skills, office administration, or a related field and three years of increasingly responsible office experience providing advanced knowledge and skills in current office practices; or the equivalent combination of training and experience that would indicate possession of the knowledge, skills, and abilities in this job description.

KNOWLEDGE:
KNOWLEDGE OF:
• general functions of a complex organization (e.g. an educational institution);
• current office methods and practices including filing systems, business telephone skills, letter and report writing;
• a variety of computer programs including word processing and spreadsheet and/or database applications;
• mathematical computations;
• office management techniques and procedures;
• public and human relations skills; and
• presentation software.

ABILITIES:
ABILITY TO:
• type at a speed sufficient to perform the functions of this position;
• understand and independently carry out oral and written instructions;
• prioritize tasks and do several tasks in quick sequence;
• learn and successfully apply office policies, procedures, rules and regulations;
• use good judgment in recognizing the scope of authority as delegated;
• analyze situations and make decisions on procedural and detail matters without immediate supervision;
• analyze projects under pressure of time;
• maintain security and confidentiality of records and information;
• communicate effectively in both oral and written form;
• use appropriate and correct English spelling, grammar and punctuation;
• perform arithmetical calculations with speed and accuracy;
• operate efficiently a variety of office equipment as needed;
• use word processing, spreadsheet, database and presentation software proficiently and accurately;
• learn and successfully use new software programs as needed;
• search internet for information as required;
• interact with the public, vendors, and partners with professionalism, courtesy, and respect
• establish and maintain effective work relationships with those contacted in the performance of required duties;
• demonstrate an understanding of, sensitivity to, and appreciation for the academic, ethnic, socio-economic, disability, and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Office environment; constant interruptions; dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; bending at the waist, kneeling or reaching to retrieve and file records.