Position: Administrative Assistant

Position Number:  

Department/Site: Area’s Office

FLSA: Non-Exempt – (Classified Confidential)

Reports to: Cabinet-level administrator

Salary Range: 17

BASIC FUNCTION:

Under the direction of a cabinet-level administrator, perform a wide variety of secretarial and clerical duties; relieve the administrator of a variety of administrative details; maintain confidentiality of privileged and sensitive information.

REPRESENTATIVE DUTIES:

- Perform secretarial and clerical duties for the administrator and other staff who report to the administrator, relieving them of a variety of clerical and routine administrative duties.
- Maintain confidentiality of privileged and sensitive information related to negotiations and other District actions.
- Prepare and maintain a variety of records and files including information of a confidential nature.
- Compose memos, letters or other materials of a confidential nature independently or from rough draft; prepare agenda items from oral or written instructions.
- Arrange and schedule a variety of meetings and conferences; prepare agendas, take minutes of meetings; prepare and distribute copies of minutes as appropriate.
- Serve as a liaison between the administrator and staff, students, the public or other District or campus officials.
- Maintain budget balances; monitor expenditures of funds; make reservations and travel arrangements; process a variety of travel and expense forms.
- Take notes for letters and prepare letters and other material of a confidential or sensitive nature as needed.
- Create promotional flyers for District-sponsored events using computer programs graphics.
- Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.
- Compose correspondence; report information in person or by telephone where judgment, knowledge and interpretation of policies may be necessary.
- Collect and compile statistical and financial data and other confidential information for inclusion into special and periodic reports; revise schedules, reports, records, and other information as necessary.
- Provide information and assistance in person or on the telephone on a variety of department and District matters; answer routine requests for information in person or by enclosing materials or sending form letters.
- Collect and compile statistical and financial data and other confidential information for inclusion into special and periodic reports; revise schedules, reports, records, and other information as necessary.
- Provide information and assistance in person or on the telephone on a variety of department and District matters; answer routine requests for information in person or by enclosing materials or sending form letters.
- Receive, open and distribute mail; identify and refer matters to the administrator or staff member in order of priority.
• Receive visitors, schedule appointments, screen visitors and phone calls and refer to appropriate staff members.
• Order and maintain office supplies; prepare and process purchase requisitions according to approved procedures; schedule maintenance and repair of equipment.
• Train, provide work direction and guidance to others as assigned.
• Operate a variety of office machines and equipment including typewriters, computers and copy machines.
• Coordinate the duplication and distribution of a variety of materials; establish and maintain files.
• Operate a computer to enter and retrieve data, maintain records and generate reports; utilize word processing, spreadsheet, data base and other software required by position.
• Establish and maintain positive staff and public relations image.
• Disseminate information and schedules to staff as necessary to assure effective coordination of department functions.
• Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:
• Laws, rules and regulations related to assigned activities related to confidentiality sensitive information.
• Organization, policies and rules of the department.
• Modern office practices, procedures and equipment.
• Record-keeping techniques.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• District organization, operations, policies and objectives.
• Oral and written communications skills.
• Applicable sections of state Education Code.
• Technical aspects of the department.
• Operation of a computer and computer programs to include word processing, spreadsheet, database and graphics applications.

Ability to:
• Perform responsible secretarial and clerical work with speed and accuracy.
• Type at 55 net words per minute from clear copy.
• Learn and apply the rules and regulations of the department.
• Learn and apply District policies, rules and regulations.
• Operate a variety of office equipment such as typewriter, calculator and copier.
• Operate a computer including applicable software programs.
• Make arithmetic calculations quickly and accurately.
• Understand and follow oral and written directions.
• Work cooperatively with others.
• Establish and maintain effective working relationships with others.
• Meet schedules and time lines.
• Plan and organize work.
• Train and provide work direction to others.
• Maintain records and prepare reports.
• Work confidentially with discretion.
• Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by courses in secretarial skills and three years of increasingly responsible secretarial and clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

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.