

## ADMINISTRATIVE ASSISTANT

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### DEFINITION:

Under general direction, to provide administrative assistance and confidential secretarial support to a Vice President; to relieve the Vice President of routine office details; to provide staff assistance on a variety of matters; and to perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other secretarial and administrative support jobs by its responsibility for providing staff assistance and secretarial support to a Vice President (Instructional Services, Student Services, or Administrative Services).

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Composes/prepares a variety of correspondence, reports, agenda materials, forms, and other written materials; proofs and/or edits materials;
- Receives and screens callers and voice mail, routes inquiries, relays Vice President's instructions and information to various college departments; applies policies and procedures; assists students, staff and public, and resolves complaints;
- Opens, screens and routes incoming correspondence and email, locates and attaches pertinent materials;
- Schedules and maintains appointment calendar for the Vice President, schedules and coordinates meetings; maintains calendars of events; makes travel arrangements;
- Coordinates special events and makes room, food and related arrangements for a variety of meetings;
- Assists in the preparation of and monitors the budget; reviews budget reports and resolves discrepancies; initiates transfers; prepares claims; provides assistance and guidance to staff in budget matters;
- Attends meetings, takes and transcribes minutes, and provides other responsible support to various boards and committees;
- Provides staff assistance such as gathering facts and materials, researching, compiling and summarizing information, processing and correlating data, preparing reports and processing forms, initiating recurring processing tasks for the area, preparing and maintaining handbooks, policies, schedules and related documents; and related assistance;
- Establishes and maintains confidential filing systems and official records, and ensures their security;
- Types, transcribes, word processes, assembles and distributes various documents;
- Collects, compiles and summarizes data and information for Vice President's use, state reports, program review, fiscal, and administrative purposes;
- Operates spreadsheet and graphics software;
- Performs a variety of other responsible secretarial and clerical support such as: assemble, duplicate and distribute materials, order and maintain office supply stock, establish and maintain filing systems;
- May attend and/or conduct a variety of internal and external meetings and committees, within delegated authorities;
- Prepares grant applications including research of data and requirements, and preparation of narrative;
- Provides back up to other administrative assistants and the Executive Secretary;
- Performs a variety of other responsible administrative support, technical and secretarial functions.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

Modern office methods, procedures, supplies and equipment, including filing system development and maintenance, and telephone reception.

Personal computer applications including word processing, spreadsheets, and graphics.

English grammar, spelling, punctuation and composition.

Formats and requirements for various reports, forms and correspondence.

Business arithmetic.

Functions and responsibilities of the various departments of the college.

Specialized processes and procedures related to the area of assignment.

Skill in:

Typing at a net rate of 60 words per minute from clear copy.

Rapidly and accurately transcribing from tape.

Composing correspondence, memos and other materials.

Operating personal computer applications software for word processing, spreadsheets, and campus specific software.

Interpreting and applying procedures and regulations.

Effective oral and written communications.

Establishing and maintaining effective working relationships with those contacted in the course of the work, including administrators, Board members, and external agencies.

Prioritizing workload, meeting deadlines, and working effectively at a high level of independence in an environment with multiple demands and frequent interruptions.

Learning and performing specialized procedures and processing related to the area of assignment.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record; attend meetings outside of regular work hours. As an exempt employee, the incumbent may be asked to work variable schedules.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of high school supplemented by professional secretarial coursework, and three years of increasingly responsible typing and clerical work, at least one year of which shall have been a responsible secretarial capacity supporting a management or executive position.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting but may include travel between college locations.