

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an area administrator, provide complex and responsible administrative support to assist with the administration of various programs and activities of the District; perform research and assist with or direct the efforts of various special projects as assigned; train, lead, or supervise and evaluate the work of assigned clerical personnel.

REPRESENTATIVE DUTIES:

Provide complex and responsible administrative support to assist with the administration of various programs and activities of the District; perform duties requiring specialized or extensive knowledge of the assigned area of administration. *E*

Train, assign, lead, or supervise and evaluate the work of assigned clerical personnel; complete or provide input into performance evaluations; participate in selecting student workers as requested; assure completion of clerical assignments in accordance with established time lines and approved procedures. *E*

Respond to phone calls and written correspondence on behalf of the assigned administrator; attend meetings and conferences to represent the administrator and convey the administrator's perspectives, opinions, and findings. *E*

Coordinate communications and activities with other District departments and personnel, students, educational institutions, vendors, outside organizations and the public. *E*

Provide information and answer questions from students, District personnel and the general public regarding District programs, policies, procedures and regulations; relay information, messages and directives from the administrator. *E*

Compose type and prepare Board actions in accordance with established formats and timelines; compile and organize appropriate background materials. *E*

Operate a computer terminal microcomputer and peripheral equipment to enter data, maintain records, and generate reports; utilize fax machine, fax and word processing, spreadsheet, and other software as required by the position. *E*

Type a variety of regular and confidential reports, correspondence, memoranda, and other documents; format, proofread, and prepare materials on a computer or typewriter. *E*

Administrative Assistant-Continued

Operate transcription equipment to transcribe dictation of letters, memoranda, and other documents; format, proofread and prepare materials on a computer or typewriter. *E*

Maintain a variety of complex files and records often involving confidential materials; maintain confidentiality of information including information regarding Board, District, personnel, student, collective bargaining, or controversial matters. *E*

Compile information and data for reports and assist in the preparation of statistical and narrative reports; inspect documents, forms, records and other materials for accuracy and completeness; process forms and documents according to established procedures. *E*

Prepare agenda items for Division meetings; attend meetings and take and transcribe minutes and distribute to appropriate personnel. *E*

Assist with budget preparation and monitor assigned budgets and capital outlays.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies, procedures, and organization of an assigned area of administration.

Procedures, specialized or extensive policies, objectives, and requirements of assigned activities and programs.

Supervision and training principles.

Administrative analysis and report writing techniques.

Budget preparation, monitoring, control methods, and procedures.

District organization, operations, policies, and objectives.

Automated equipment and advanced operating procedures of word processing and spreadsheet software applications.

Applicable sections of State Education Code and other applicable laws, including the Privacy Act.

Modern office practices, procedures, and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Provide complex and responsible administrative support to assist with the administration of various programs and activities of the District.

Perform research and assist with or direct the efforts of various special projects.

Train, assign, supervise, and evaluate the work of assigned clerical personnel.

Administrative Assistant-Continued

Interpret, apply, and explain rules, regulations, policies, and procedures.
Develop and conduct oral and written presentations.
Compose and produce letters, reports and other correspondence.
Operate a computer terminal and microcomputer to enter data, maintain records, and generate reports.
Operate a variety of office equipment such as typewriter, transcription machine, calculator, copies, and facsimile machine.
Transcribe dictation of letters and memoranda, including material of a confidential nature.
Type at 70 words net per minute from clear copy.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
Meet schedules and time lines.
Work confidentially with discretion.
Analyze situations accurately and adopt an effective course of action.
Make decisions in procedural matters without immediate supervision.
Complete work with many interruptions.
Operate a computer terminal, typewriter, calculator, copies and transcription equipment.
Maintain a variety of records including statistical and financial data.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level courses in business, secretarial science, or related subjects; five years increasingly responsible secretarial experience.

WORKING CONDITIONS:

Office environment.

Position requires sitting and viewing a computer monitor for extended periods of time, hand and digit dexterity, to operate a typewriter and computer keyboard; reaching, bending at the waist, and hearing speaking to communicate and provide information to others.