



| TITLE | CLASSIFICATION | SALARY GRADE/ASSIGNMENT |
|--|----------------|-------------------------|
| ADMINISTRATIVE ASSISTANT I | CLASSIFIED | GRADE: I MONTHS: |
| BOARD POLICY REFERENCE: 2003 classification revision | | Board Approved: 7/03 |

JOB DESCRIPTION:

Under general supervision, perform administrative duties requiring proficiency in more than one of the areas of office management, fiscal management, or customer relations; may supervise and organize the work of student assistants and short term, non-continuing personnel; and perform related work as required.

SCOPE:

The Administrative Assistant I performs detailed administrative tasks for an assigned department; provides administrative and clerical support to assigned supervisors; answers questions and directs inquiries within assigned department.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant I is distinguished from the Clerical Assistant II by the increased responsibility and skill expected in the duties of this classification. Incumbents may be expected to compose correspondence and Personnel Action Forms; they may track Purchase Orders or other complex paperwork; may monitor a budget and maintain general office systems. Incumbents are expected to have general knowledge of the responsibilities of other departments; their computer skills include the ability to use common software applications for spreadsheets or databases, word processing application, and may maintain a web site. AAI's may serve as a department receptionist.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs various administrative tasks related to an assigned department; organizes, prioritizes, and completes tasks in a timely manner.
2. Answers questions and explains District policies and procedures related to the assigned area.
3. Keyboards reports, correspondence, memos, forms, agendas, faculty evaluations, meeting minutes, purchase requisitions, directories, and tables; proofreads documents for accuracy, completeness, and conformity to established formats.
4. Enters course outline submissions and revisions into the College curriculum database from material provided by faculty.
5. Schedules meetings, conferences, committees, as required; attends meetings, takes notes and prepares minutes.
6. Monitors a budget; prepares purchase requisitions and budget transfers electronically.
7. Maintains spreadsheets and data bases.
8. Compiles statistical information and prepares reports as requested.

KEY DUTIES AND RESPONSIBILITIES (cont.):

9. May maintain a web site.
10. Prepares purchase and departmental supplies orders; oversees the maintenance and repair of department office equipment.
11. Receives, opens, and sorts departmental mail.
12. Maintains complete and accurate filing system for forms, records and general correspondence.
13. May supervise the work of student assistants and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform detailed clerical and administrative work with accuracy and speed; type or keyboard 45 words per minute with accuracy from clear copy or handwritten notes; compose correspondence and accurate reports with direction; analyze situations accurately and take appropriate action; communicate effectively in English; follow and give oral and written directions; perform mathematic calculations with accuracy; develop and maintain statistical records; apply District policies and procedures for assigned area; interact with other employees, students, and the public in a helpful, courteous and friendly manner; maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Modern office methods and practices including filing, proofreading, formatting, report writing and basic bookkeeping and fiscal management; proper English usage, spelling, vocabulary, and grammar; operation of personal computer software programs including word processing and spreadsheet tools, calculators, adding machines and other standard office equipment; proper reception and telephone etiquette.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school.

Experience:

Two years secretarial, administrative assistant or office management experience. Working knowledge of numerous software programs such as Microsoft Outlook, Microsoft Word, and an Internet navigation program.