

## **ADMINISTRATIVE ASSISTANT**

### **Series Specification**

**Administrative Assistant I**

**Administrative Assistant II**

**Administrative Assistant III**

### **DEFINITION**

This series specification describes three classes used to perform a variety of responsible administrative assistant and clerical duties in support of the administration of specific programs and/or operational units.

### **LEVEL DESCRIPTIONS**

**Administrative Assistant I:** Positions in this class are generally assigned to Dean level positions, and incumbents perform varied and complex administrative assistant and clerical tasks within a framework of standard policies and procedures with minimal oversight.

**Administrative Assistant II:** Positions in this class are generally assigned to Associate Vice President and Director I level positions, and incumbents perform complex administrative assistant and clerical tasks that support more than one administrative area, with minimal oversight.

**Administrative Assistant III:** Positions in this class are generally assigned to Vice President and Associate Vice Chancellor executive level positions, and incumbents perform tasks that support broad institution-wide systems, processes and procedures with minimal oversight.

### **TYPICAL DUTIES**

**All Levels:** Assist administrator with office organization and detail and recommend operating practices and procedures to create new or to revise existing methods; implement systems to improve internal process in support of changing departmental and District needs, informing affected staff and providing training as needed; interview callers; answer inquiries requiring knowledge of college and District resources, activities, services, policies and procedures and refer inquiries as appropriate; provide information regarding college standards and procedures and assist in the coordination of services for students, staff, and the public; assist students and staff to resolve problems relating to special programs, student services records, or related complaints, referring to appropriate staff members; coordinate activities with other District offices; schedule meetings, conferences and appointments; assist with coordinating events; maintain calendars for managers and/or professional staff; make arrangements for travel, meetings, and conferences, and process travel claims; prepare materials for presentations and instruction; prepare records and reports for District and/or external agencies; independently prepare correspondence, memoranda, agendas, reports, technical requests, and other materials, including information of a confidential nature; prepare required District and departmental documents including, but not limited to, time sheets, reports, preliminary payroll records, travel forms, purchasing forms, requisitions, and workers compensation claim forms; assist with the monitoring and reconciliation of department and/or office budgets; order materials, supplies, and services and resolve issues encountered in the purchasing process to assure timely payment to vendors; maintain accurate records and databases; assist with the preparation of the college catalog for printing; assist in developing and publishing curriculum and committee calendars; prepare and distribute meeting agendas, minutes, correspondence,

memoranda, reports and other correspondence; take minutes at meetings exercising judgment and discretion in editing and composition; assist in preparing material for published class schedules, catalogs, student guides, newsletters, bulletins and registration; develop and maintain forms; verify and calculate full-time equivalency (FTE) and instructional load for faculty; track flex obligation for faculty; prepare adjunct faculty assignment paperwork and related documents; assist with coordination of department hiring and orientation processes; process mail; receive and accounts for fees; operate and maintain office equipment; serve on committees as assigned; have lead responsibility for temporary employees, including interviewing and training; perform related duties as required.

**Administrative Assistant II and Administrative Assistant III:** Serve as a resource to support Administrative Assistant I's and others on District/College-wide processes, policies and procedures and assists the administrator in the assigned areas of responsibility.

**Administrative Assistant III:** Serve as the primary point of contact with District departments to assist with coordinating institution-wide personnel, hiring, risk management, legal, budget and other related areas of responsibility; assist with coordinating District/College-wide instructional, student, or administrative functions.

### **QUALIFICATIONS**

#### **EXPERIENCE**

##### **Promotional**

##### **General**

#### **Administrative Assistant I**

One year of experience with Los Rios Community College District performing clerical duties.

Two years of experience related to the duties of the position.

#### **Administrative Assistant II**

One year of experience with Los Rios Community College District performing duties equivalent to the level of Administrative Assistant.

Three years of experience related to the duties of the position.

#### **Administrative Assistant III**

Two years of experience with Los Rios Community College District performing duties equivalent to the level of Administrative Assistant.

Four years of experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

## **EDUCATION**

**Administrative Assistant I and II:** One year of college level business, office technology, or related course work from an accredited institution may be substituted for up to one year of the required experience.

**Administrative Assistant III:** Two years of college level business, office technology, or related course work from an accredited institution may be substituted for up to two years of the required experience.

One year of education is equal to 30 semester units.

## **SPECIAL REQUIREMENT**

**Administrative Assistant I and II:** None.

**Administrative Assistant III:** None.

## **KNOWLEDGE OF**

College and District-wide programs, policies, procedures regulations and processes relevant to the service area; use of technology to effectively perform responsibilities, including but not limited to word processing, spreadsheets, databases and desktop publishing; administrative and clerical procedures and systems such as filing basic accounting and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; office terminology related to the position; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; effective customer service skills; how to compose effective correspondence; principles and practices of effective communication; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; basic principles of leadership, supervision and training.

## **ABILITY TO**

Perform the essential functions of the position; data enter at a speed proficient to complete the duties of the position in a timely manner; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, including but not limited to, word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations

## **TYPICAL EQUIPMENT USED (May include, but not limited to)**

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.