

## **CONFIDENTIAL ADMINISTRATIVE ASSISTANT**

### **Series Specification**

#### **Confidential Staff Administrative Assistant**

#### **Confidential Administrative Assistant I**

#### **Confidential Administrative Assistant II**

#### **Confidential Administrative Assistant III**

#### **Confidential Executive Assistant**

### **DEFINITION**

Incumbents perform a variety of complex, difficult and responsible support services for the chief executive officer and executive managers of the district. Maintains strict confidentiality and discretion in written and verbal communications for the district.

### **TYPICAL DUTIES**

**CONFIDENTIAL STAFF ADMINISTRATIVE ASSISTANT:** Incumbents perform a wide variety of support and clerical services; prepares and distributes agendas and minutes of meetings of the Board of Trustees and Chancellor's executive staff from shorthand dictation or machine transcription; provides support for Chancellor's management staff as needed; maintains purchase order file for all chancellor's office business transactions; maintains files on local and community agencies and institutional membership organizations; schedules meetings, makes appointments, and coordinates travel arrangements for Chancellor and Board of Trustees; coordinates routine mailings to Board of Trustees; operates a variety of office machines and related equipment; assists Executive Assistant with clerical tasks; and performs related duties as required.

**CONFIDENTIAL ADMINISTRATIVE ASSISTANT I:** Incumbents perform a wide variety of support and clerical services, assisting with administrative duties and details; research and compile data for administrative reports; take minutes at meetings exercising judgment and discretion in editing and composition; prepare correspondence, memoranda, agendas, reports, and other materials, including information of a confidential nature, from rough draft, shorthand dictation, or machine transcription; independently compose correspondence or memoranda involving technical requests and general information; interview callers; answer questions concerning college and district activities or programs; interpret college and district procedures to staff, students, and the public; handle complaints; refer inquirers to appropriate information sources; schedule appointments; make arrangements for travel, meetings, and conferences; set up and maintain confidential and legal files and records; edit reports, check records, and other data for accuracy, completeness and conformity with established standards; compile a variety of statistical data including budget requests and account balances; operate a variety of office machines including but not limited to computers, printers, copiers and fax machines; maintain expertise in various computer software programs applied to specific tasks; may take the lead for temporary and student employees; perform related duties as assigned. At the district office: maintain district policies and regulations, coordinating any revision thereof, assuring proper board approval, and distributing final copies; may assist in ongoing control and maintenance of district-wide course inventory, required familiarity with college curricula; using course inventory, dispense information to callers, referring as necessary to the colleges for admissions/counseling services; may be required to become a notary public. At the college: coordinate interview/hiring process for openings of classified positions on campus.

**CONFIDENTIAL ADMINISTRATIVE ASSISTANT II:** Incumbents perform a wide variety of clerical assistance to district office administrators; assist in a wide range of administrative, operational, educational, accounting and secretarial details and other services; provide information regarding college and district policies and procedures; tracks new and pending legislation and coordinates distribution; assists in the preparation, amendment and distribution of District policies and regulations; research and collect data and information for reports as needed; prepare letters, reports, bulletins, memos from dictation and brief verbal or mail instructions including materials of a confidential nature; may assist in the development and maintenance of website materials and contracts; maintain confidential, varied and complex filing systems; assist in the preparation, typing and mailing of RFPs; independently handle and process all travel arrangements and claims; operate a variety of modern office equipment, including but not limited to computers, printers, copiers and fax machines; handle all absence reports, differentials, and overtime; initiate various tracking logs to maintain all incoming requisitions and purchase orders; keep running log of all blanket and purchase orders and inputting all pertinent information related to them; process all mileage claims/invoices from vendors and consulting firms making sure the accounting is correct; oversee and maintain the daily schedules of the district office administrator and their administrative staff; may take the lead for temporary and student employees; perform related duties as assigned. At the General Counsel office: format, finalize and file pleadings, proofs of service, and legal documents in conjunction with litigation and administrative hearings.

**CONFIDENTIAL ADMINISTRATIVE ASSISTANT III:** Incumbents assist with a wide range of administrative, operational, educational, and clerical details and other services; function as information source regarding college and district policies and procedures, utilizing independent judgment, knowledge, and interpretation capabilities; file, locate, and perform preliminary research on correspondence; maintain confidential files; assist in the preparation, amendment and distribution of District policies and regulations; research and collect data and information for administrative reports as needed; independently compose responses to routine letters, and prepare letters, reports, bulletins, memoranda from dictation and brief verbal instruction, including materials of a confidential nature; take minutes at meetings, exercising judgment in editing and composition; make travel arrangements and schedule appointments, meetings, and speaking engagements, utilizing time management techniques; maintain confidential, varied and complex filing system; operate a variety of modern office equipment, including but not limited to computers, printers, copiers and fax machines; attend to administrative detail on special matters assigned by the administrator; may take the lead role with other clerical employees; may take the lead for support, temporary and student employees; perform related duties as assigned. At the district office: assist the executive assistant in the preparation of agenda and reports for the board; assist board members in obtaining needed information. At the college: serve on committees as assigned by the president; provide public relations to support to community college-wide functions and meetings.

**CONFIDENTIAL EXECUTIVE ASSISTANT:** Serves as the primary administrative support for the executive manager with responsibility for more than one educational and/or administrative area. Functions as a resource regarding policies, procedures, budgets, contracts and related matters utilizing independent judgment, knowledge, and interpretation capabilities; maintain complex filing systems and provide retrieval/research functions when necessary; provide public relations to support interdepartmental and community college wide functions and meetings; independently formulate responses to routine letters and prepares reports, budgets, presentations and related matters from rough notes; coordinates meetings, prepares agendas, and takes minutes for committees, including community based committees falling under the Public Records Act and Brown Act Compliance (i.e. Citizen's Bond Oversight Committee), exercising judgment in editing and composition; make travel arrangements and schedule appointments, meetings, and speaking engagements, utilizing time management techniques; maintain confidential files; operate a variety of modern office equipment, including but not limited to computers, printers, copiers and fax machines; attend to administrative detail on special matters assigned by the administrator such as board agenda items, compliance matters and board reports; may take the lead for support, temporary and student employees; perform related duties as assigned to assure the calendar, projects and events of the executive manager and their staff are performed in a timely and appropriate fashion.

## ALLOCATION FACTORS

Scope, level of difficulty, variety, and complexity of assigned tasks; degree of contact with district and college administrators and the public; independence of actions and decisions; consequence of decisions made and impact upon colleges and district operations. Positions require strict confidentiality and discretion in daily written and verbal communications.

## LEVEL DESCRIPTIONS

**CONFIDENTIAL STAFF ADMINISTRATIVE ASSISTANT:** Incumbent performs difficult and varied secretarial and clerical work under general supervision. A general knowledge of district-wide programs is necessary for the position as well as the ability to use independent judgment in resolving routine problems. Coordination of office activities with other district offices and the media is significant. Files and records maintained by incumbent often have district-wide scope. There may be lead responsibility for temporary and student employees.

**CONFIDENTIAL ADMINISTRATIVE ASSISTANT I:** Positions in this class are assigned to executive managers. Incumbents perform complex and varied secretarial and clerical duties under limited supervision of the administrator within a framework of standard policies and procedures. Extensive knowledge of the district-wide or college-wide scope of the office to which the position is assigned is necessary, as well as the exercise of independent research, knowledge, and judgment. Coordination of office activities has district-wide significance. Reports, documents, and records prepared and maintained by incumbents are often of a confidential nature. Contact with non-district persons, agencies, and organizations, requiring tact and diplomacy, is frequent. This job class is responsible for the coordination of a number of program areas, establishing workload priorities and accomplishing necessary duties in a timely and efficient manager. There may be lead responsibility for temporary and student employees.

**CONFIDENTIAL ADMINISTRATIVE ASSISTANT II:** Positions in this class are assigned to executive managers. Incumbents perform complex and varied secretarial and clerical duties under limited supervision of the administrator within a framework of standard policies and procedures. Extensive knowledge of the district-wide or college-wide scope of the office to which the position is assigned is necessary, as well as the exercise of independent research, knowledge, and judgment. Coordination of office activities has district-wide significance. Reports, documents, and records prepared and maintained by incumbents are often of a confidential nature. Contact with non-district persons, agencies, and organizations, requiring tact and diplomacy, is frequent. This job class is responsible for the coordination of a number of program areas, establishing workload priorities and accomplishing necessary duties in a timely and efficient manager. There may be lead responsibility for temporary and student employees.

**CONFIDENTIAL ADMINISTRATIVE ASSISTANT III:** Incumbents perform complex and varied secretarial and clerical duties under direction. Extensive knowledge of district and college policies, procedures, and regulations is necessary. Office activities normally require district-wide coordination. Tact, poise, judgment are routine requirements in contacts with both district and non-district persons, offices, and organizations. Incumbents are involved with grievance procedures and assist in preparation of employer collective bargaining material. Incumbents are required to exercise independent judgment by choosing among alternatives in solving problems; there may be lead responsibility for support, temporary and student employees.

**CONFIDENTIAL EXECUTIVE ASSISTANT:** Serves as the primary administrative support person for the executive manager with responsibility for more than one educational and/or administrative area, by performing complex and varied secretarial, clerical, and support duties. Extensive knowledge of district and college

policies, practices and regulations is needed in addition to knowledge of the Public Records Act and Brown Act Compliance. In addition to responsibilities included in preceding levels, serves as a liaison between the executive manager and division leaders on matters of significance such as board agenda items; provides support to community based and district wide committee planning (coordination/agendas) and minutes preparation; responds to requests and assists in resolving problems or referring matters to the appropriate party under limited direction and while using tact, diplomacy and judgment. There may be lead responsibility for support, temporary and student employees.

**QUALIFICATIONS**

**EXPERIENCE**

Promotional

General

**Confidential Staff Administrative Assistant**

One year of experience in Los Rios CCD performing Administrative Assistant duties.

Two years of administrative assistant experience.

**Confidential Administrative Assistant I**

One year of experience with Los Rios CCD performing Administrative Assistant or Confidential Administrative Assistant duties.

Two years of administrative assistant experience.

**Confidential Administrative Assistant II**

One year of experience with Los Rios CCD performing Administrative Assistant or Confidential Administrative Assistant duties.

Two years of administrative assistant experience (preferably in an educational institution).

**Confidential Administrative Assistant III**

Two years of experience with Los Rios CCD performing Administrative Assistant or Confidential Administrative Assistant duties.

Three years of administrative assistant experience (preferably in an educational institution).

**Confidential Executive Assistant**

Three years of experience with Los Rios CCD performing Administrative Assistant or Confidential Administrative Assistant duties.

Four years of administrative assistant experience. Preferably to a high level manager, executive or administrator. Preferably in an educational institution.

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**

**CONFIDENTIAL STAFF ADMINISTRATIVE ASSISTANT:** Secretarial and clerical course work preferred; college-level business, secretarial, clerical, or related course work may be substituted on a year-for-year basis for up to one year of the desired secretarial/clerical experience.

**CONFIDENTIAL ADMINISTRATIVE ASSISTANT I, II, III:** Completion of two years of college-level course work in business, office administration or related discipline; OR, a Bachelor's degree or higher in any subject area. (Additional qualifying experience may be substituted for the education requirement on a year-for-year basis).

**CONFIDENTIAL EXECUTIVE ASSISTANT:** Completion of an Associate's degree in Business, Office Administration or related discipline; OR, a Bachelor's degree or higher in any subject area.

One year of education is equal to 30 semester units.

## **KNOWLEDGE OF**

**ALL LEVELS:** Elements of the use of correct English, spelling, vocabulary, and arithmetic; standard office equipment and methods including letter writing, compiling reports; receptionist and telephone techniques and filing systems; basic accounting methods and procedures. Knowledge of basic principles of leadership, supervision and training.

## **ABILITY TO (ESSENTIAL FUNCTIONS)**

**ALL LEVELS:** Type at the 50 nwpm. Follow directions; work effectively with others; learn rapidly and apply specific laws, rules and office policies and procedures; operate a variety of the latest office equipment, including but not limited to computers, printers, copiers and fax machines; plan, direct and perform the activities of a particular office; communicate tactfully, diplomatically and effectively in oral and written form; work with a diversified, multi-dimensional community, district staff, and students; work independently; interpret and apply policies and procedures of unit, college, and district; perform mathematical calculations quickly and accurately; lead and prioritize work of temporary and student employees.