STATE CENTER COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE ASSISTANT

DEFINITION

Under direction performs highly complex and responsible secretarial work and relieves a senior campus administrator of administrative and office detail.

DISTINGUISHING CHARACTERISTICS

This classification differs from others in the series in that incumbents possess extensive knowledge of a campus area, understand the relationship of the departments within the area to each other and to others both inside and outside of the district, and assist in the formulation of procedures used within the area. This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial work, including typing, proof-reading, checking, composing correspondence and recording information on records from general instructions. Tracks budget expenditures and prepares reports. Schedules and prepares materials for meetings and appointments. Enters and retrieves data from computer system in appropriate format. Conducts research on problem areas and prepares reports. Initiate and coordinate procedural modifications. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Considerable experience performing administrative or difficult secretarial duties involving analytical and technical skills for a senior level administrator.

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Ability to take and/or transcribe dictation. Skill to employ mathematical techniques. Skills required to research, prepare and analyze reports. Ability to enter and retrieve data from computer system in appropriate format. Ability to learn procedures connected with mission of area. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.