



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ADMINISTRATIVE ASSISTANT I	CLASSIFIED	GRADE: I
BOARD POLICY REFERENCE: 2012 CLASSIFICATION REVIEW		DATE: April 10, 2012

JOB DESCRIPTION:

Under general supervision, perform administrative support 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 employees and short term, non-continuing personnel; and perform related work as required.

SCOPE:

The Administrative Assistant I classification performs detailed administrative tasks for an assigned area(s)/department(s); provides administrative and clerical support to assigned supervisor(s); answers questions and directs inquiries within assigned area(s)/department(s). Typically, this classification will support a relatively small to medium-sized area(s)/department(s).

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant I classification is distinguished from the Clerical Assistant by the increased responsibility and skill expected in the duties of this classification, including supervision of short term, non-continuing personnel. Incumbents may be expected to compose correspondence and forms, including Personnel Action Forms; may track and organize complex paperwork; may monitor budgets and establish and maintain general office systems. Incumbents are expected to have general knowledge of the responsibilities of other departments; computer skills include the ability to use common software applications for spreadsheets or databases, word processing applications, and may update and/or maintain a web site. AAI's may serve as an area(s)/department(s) 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. Assists students, staff and the public and refers to appropriate area/department if needed.
2. Performs various administrative support tasks related to an assigned area(s)/department(s); organizes, prioritizes, and completes tasks in a timely manner.
3. Answers questions and explains District policies and procedures related to the assigned area(s)/department(s).
4. 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.
5. Enters course outline submissions and revisions into the College curriculum database from material provided.
6. Schedules meetings and conferences; attends meetings, takes notes and prepares minutes.
7. Monitors budgets; prepares purchase requisitions, budget transfers and supply orders electronically.
8. Creates and maintains spreadsheets and databases.
9. Compiles statistical information and prepares reports.

KEY DUTIES AND RESPONSIBILITIES (Continued):

10. Collects monies received, issues receipts and prepares bank deposits.
11. Updates and/or maintains a web site.
12. Provides administrative support for assigned area(s)/department(s).
13. Oversees the maintenance and repair of department office equipment.
14. Delivers, retrieves and sorts area/departmental mail.
15. Maintains complete and accurate filing systems.
16. May supervise and organize the work of student employees and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform detailed clerical and administrative support work with accuracy and speed; type or keyboard with accuracy and efficiency 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(s)/department(s); 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.

Preferred: Type or keyboard at a minimum of 45 words per minute.

KNOWLEDGE OF:

Modern office methods and practices including filing, proofreading, formatting, report writing, basic bookkeeping and fiscal management; proper English usage, spelling, vocabulary, and grammar; current office equipment, technology and standard computer software such as Microsoft Excel, Outlook, Word, and internet navigation and web site maintenance programs; 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.

Preferred: Completion of an administrative assistant certificate (or equivalent coursework).

Experience:

A minimum of one year of administrative assistant experience.