

TITLE: Administrative Assistant I

CLASSIFICATION: Classified

SALARY GRADE: C06

SCOPE OF POSITION:

Under general supervision, assists in providing administrative and clerical support to individuals within an assigned area. Serves as first point of contact, assists with scheduling appointments, reserves rooms, drafts correspondence and forms and may assist with webpage updates and other office processes. May assist in providing support for activities for programs, travel arrangements, meetings, conferences, and events.

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(s); serves as a point of contact for assigned area. Responds to requests for information and verifications. Receives sorts and distributes incoming mail and deliveries.
2. Drafts correspondence, forms and informational materials. Proofreads documents for accuracy, completeness, and conformity to established formats.
3. May assist with preparation of curriculum documents and schedule change forms.
4. Assists with scheduling meetings and conferences and confirming room reservations. May attend meetings, take notes and prepare minutes.
5. Prepares purchase requisitions, budget transfers, and supply orders. Maintains office supplies inventory. May collect payments, issue receipts, prepare bank deposits and monitor budgets.
6. May assist in maintaining web pages.
7. Compiles statistical information and prepares reports. Creates and maintains spreadsheets and databases. Maintains files and records.
8. May supervise and direct the work of student employees.
9. May serve as lead worker to short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Current office methods and practices including filing, proofreading, formatting, and basic bookkeeping.
2. Proper English usage, spelling, vocabulary, and grammar.
3. Proper reception and telephone etiquette.
4. Basic web accessibility tools and document remediation.
5. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

TITLE: Administrative Assistant I

ABILITY TO:

1. Compose, proof, and edit correspondence and reports.
2. Perform mathematical calculations.
3. Maintain detailed records and compile statistical information.
4. Apply District policies and procedures.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED required.

EXPERIENCE:

1+ year of related experience required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).