



ADMINISTRATIVE ASSISTANT III

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	56	07/01/2017	Classified	1 of 3

DEFINITION

To perform a variety of complex and responsible clerical and administrative duties for assigned office, department or program, including document processing, record keeping, and technical report compilation and interpretation of policies and procedures within assigned area.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant I - This classification performs less complex clerical, program, or instructional support assignments while learning District policies and procedures.

Administrative Assistant II - This classification is distinguished from the Administrative Assistant I by the performance of a variety of activities involved in the preparation of reports, scheduling and a broad range of complex administrative tasks.

Administrative Assistant III - This classification performs more complex administrative tasks and interpretation of policies and procedures with minimal supervision. Typically reports to a College Dean or other high-level manager.

Administrative Assistant, Senior – This classification typically supports a Vice President or other executive manager with a broad level of responsibility with substantial District-wide impact. The duties involve a wide variety of diverse and complex administrative tasks as well as departmental coordination, requiring a substantial amount of tact, judgment, and initiative.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Acts as a liaison between campus employees and the public to coordinate activities; answers phones and screen calls; schedules appointments; provides general departmental information, documents, and forms.
- Assists or gives guidance and general information to staff, students and the public in navigating departmental processes.
- Assists in planning and scheduling department activities; researches and provides direction on questions pertaining to policies and procedures.
- Performs routine personnel, budget, and payroll functions for assigned department; develops and initiates a variety of files and records such as payroll, budget and attendance.
- Examines and verifies fiscal records and expenditures; maintains budget records; reconciles budget accounts to ensure accuracy; receives purchasing invoices; arranges for payment of appropriate purchases.



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- Receives, classifies, reconciles, interprets, consolidates, and/or summarizes documents and information.
- Maintains department/office records and fiscal information for control purposes, such as student and employee databases, transcripts, correspondence, tests, advisory certificates and probation reports.
- Researches and prepares reports and analyses within prescribed guidelines, including statistical reports, drawing data from a variety of both internal and external sources.
- Prepares and proofreads a wide variety of documents such as course proposals, confidential memoranda, exams, class outlines, reports, schedules, and letters; organizes and maintains internal records and filing systems.
- Operates a variety of office equipment, including photocopier, calculator, and computer.
- May notify students of and post canceled classes.
- Dispatches service requisitions; determines and assigns priorities of requests.
- May serve as Secretary to a committee; prepares agendas; schedules facilities; records and prepares minutes.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office procedures, practices and technology/equipment.
- Modern software applications (Microsoft Office Suite, etc.).
- English usage, grammar, spelling, punctuation and vocabulary.

Skill/Ability to:

- Keyboard with accuracy.
- Perform responsible clerical work with accuracy and speed.
- Meet multiple established timelines and deadlines without immediate supervision.
- Learn and interpret District or college rules, laws, and policies, and apply them using good judgment in a variety of procedural situations.
- Communicate effectively, both orally and in writing.
- Make mathematical calculations quickly and accurately.
- Serve students, staff and colleagues in a helpful, empathetic, professional manner.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Apply general rules, policies and procedures of the departmental/office to which assigned.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.



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EXPERIENCE AND TRAINING

- Three (3) years of experience performing broad and varied complex clerical and administrative duties.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma / GED or the equivalent with some college coursework.

Adopted: 07/01/17