



North Orange County Community College District
EMPLOYMENT OPPORTUNITY

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
 Telephone: (714) 808-4810 Job Line: (714) 808-4811
 E-Mail Address: hr@noccdd.edu Website: www.noccdd.edu

ADMINISTRATIVE ASSISTANT I
JOB # FCC977
\$2,338 - \$2,829 per month

(The District pays employee's portion of PERS retirement contribution)



- DATE POSTED:** March 18, 2010 75% Position, 11 MONTHS PER YEAR
- CLOSING DATE:** April 5, 2010
- POSITION LOCATION:** Fullerton College – Technology & Engineering Division
- SCHEDULED SHIFT:** 7:30 a.m. – 2:00 p.m., Monday through Friday
 (Schedule and shift are subject to change in accordance with department needs.)
- STARTING DATE:** As soon as possible.

TYPICAL DUTIES

This position is responsible for performing a variety of specialized administrative duties to support one or more functional areas, departments or administrators; and assisting in the coordination of office functions to assure efficient operations. This requires specialized knowledge in the specific area supported (e.g. financial aid, student services, health services, various instructional areas, and any other departments). Perform detailed administrative duties in support of one or more functional areas, departments or administrators within established rules and regulations; coordinate daily activities to assure efficient operations; issue and track materials and items distributed to instructors, students, the public, or departments; answer questions requiring judgment, knowledge and explanation of policies. Type routine correspondence, memos, letters, agendas, and lists; revise schedules, forms, reports, records, and other information; compile statistical information for use in reports; attend meetings and take minutes; initiate and answer telephone calls; screen and direct calls; schedule appointments and meetings; route and distribute incoming mail and other materials; prepare outgoing mail and packages. Assist faculty, staff and students; order textbooks; prepare, distribute, and collect course materials; assist students with orientation and registration; administer and collect tests; maintain lists and mailboxes for instructors. Assist with special projects, receptions and events as assigned; maintain calendar of activities; distribute promotional and informational materials; maintain current mailing lists. Process forms, transcripts and applications; verify data for accuracy, completeness and compliance within established procedures; enter data into computer system; process time sheets; maintain confidential files, data and records. Collect and account for fees and other monies received; maintain ledgers and other financial records as assigned. Order and track supplies and prepare purchase requisitions; assist in tracking budgets and expenditures; may assist with preparing banking deposits. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent. Minimum two (2) years prior administrative, secretarial or clerical experience in an office environment.

Ability to: Interpret, apply and explain rules, regulations, policies and procedures; make arithmetic calculations quickly and accurately; **type at 50 wpm from clear copy***; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently with little direction; complete work efficiently with many interruptions; work confidentially with discretion; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; Understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others. ***Applicants selected for interview will be required to pass a typing test.**

Knowledge of: District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; organization, policies, and rules of assigned department or program; modern office practices, procedures and equipment; record-keeping techniques; basic bookkeeping procedures; correct English usage, grammar, spelling, punctuation, and vocabulary; various computer software applications.

WORKING RELATIONSHIPS

The Administrative Assistant I maintains frequent contact with various District departments and personnel, faculty, students and the public.

WORKING CONDITIONS

College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE

- **DISTRICT CLASSIFIED APPLICATION REQUIRED**

→ Applicants must answer all questions in the "General Information" section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference **Job #FCC977, Administrative Assistant I**, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.**

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District Human Resources, 9 th Floor 1830 West Romney Drive Anaheim, CA 92801-1819
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APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before **April 5, 2010, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications **does not** ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.