

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Administrative Assistant I	Range:	33
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

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).

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs detailed administrative duties in support of one or more functional areas, departments or administrators within established rules and regulations; coordinates daily activities to assure efficient operations; issues and tracks materials and items distributed to instructors, students, the public, or departments; answers questions requiring judgement, knowledge and explanation of policies.
2.	Types routine correspondence, memos, letters, agendas, and lists; revises schedules, forms, reports, records, and other information; compiles statistical information for use in reports; attends meetings and takes minutes; initiates and answers telephone calls; screens and directs calls; schedules appointments and meetings; routes and distributes incoming mail and other materials; prepares outgoing mail and packages.
3.	Assists faculty, staff and students; orders textbooks; prepares, distributes, and collects course materials; assists students with orientation and registration; administers and collects tests; maintains lists and mailboxes for instructors.
4.	Assists with special projects, receptions and events as assigned; maintains calendar of activities; distributes promotional and informational materials; maintains current mailing lists.
5.	Processes forms, transcripts and applications; verifies data for accuracy, completeness and compliance within established procedures; enters data into computer system; processes time sheets; maintains confidential files, data and records.
6.	Collects and accounts for fees and other monies received; maintains ledgers and other financial records as assigned.
7.	Orders and tracks supplies and prepares purchase requisitions; assists in tracking budgets and expenditures; may assist with preparing banking deposits.
8.	Trains and provides work direction and guidance to others as directed.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of applicable sections of State Education Code and other applicable laws
Knowledge of organization, policies, and rules of assigned department or program
Knowledge of modern office practices, procedures and equipment
Knowledge of record-keeping techniques
Knowledge of basic bookkeeping procedures
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of various computer software applications
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to make arithmetic calculations quickly and accurately
Ability to type at 50 wpm from clear copy
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to complete work efficiently with many interruptions
Ability to work confidentially with discretion
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to understand scope of authority in making independent decisions
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Some departments may require a valid California Driver's License

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.