

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Administrative Assistant II	Range:	36
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing a wide variety of complex and specialized administrative duties to support one or more functional areas, departments or administrators; and coordinating 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 complex administrative duties independently in support of one or more functional areas, departments or administrators within established rules and regulations; organizes and manages daily activities to assure efficient operations; provides information to departments, personnel, students and the public on the phone and in person; answers questions and resolves problems requiring judgement, knowledge and explanation of policies.
2.	Plans, coordinates and assists in the preparation and maintenance of class and faculty schedules, room assignments, textbook orders, and associated paperwork; assists instructors with preparation of curriculum, forms, applications, and testing materials; ensures classrooms and instructional areas are maintained; assists students with registration.
3.	Coordinates and facilitates special projects, such as receptions, facilities use and events; maintains calendar of activities; coordinates travel arrangements, approves, prepares and distributes promotional and informational materials; maintains current mailing lists.
4.	Monitors department expenditures and budgets; approves expenditures within established guidelines; assists with budget development and tracks status of budgets; maintains petty cash accounts; responds to inquiries regarding financial issues.
5.	Evaluates and processes forms, transcripts and applications; verifies data for accuracy, completeness and compliance within established procedures; enters data into computer system; monitors, calculates and submits time sheets; maintains confidential files and data.
6.	Types and may compose and edit correspondence, memos, letters, agendas and reports; revises schedules, forms, reports, records, and other information; prepares statistical information for use in reports; schedules appointments and meetings; attends meetings and transcribes and distributes minutes; initiates and answers telephone calls; screens and directs calls; greets visitors and directs to appropriate personnel; routes and distributes incoming mail and other materials; prepares outgoing mail and packages.
7.	Orders supplies and prepares purchase requisitions; tracks orders to assure delivery and payment; responds to facilities maintenance requests.
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 II maintains frequent contact with various District departments and personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

High school diploma or GED

Minimum two (2) years of administrative experience; may be supplemented by applicable college courses.

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 55 wpm from clear copy
- Ability to operate a variety of office equipment such as calculator, computer, copier, 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

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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.
