

EL CAMINO COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT I (Confidential Designation)

NOTE: *“Confidential designation” applies to a position by virtue of the fact that the supervisor is a member of the Superintendent/President’s cabinet or is a member of the bargaining team, or otherwise directly involved with the process of collective bargaining.*

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized and responsible secretarial and administrative assistance duties in a major, complex program or functions.

REPRESENTATIVE DUTIES:

Organize and manage day-to-day activities of an assigned office to assure efficient and effective office operations. Work in collaboration with staff to provide routine administrative support for the assigned office.

Perform a variety of duties independently in support of functions delegated to assigned supervisor; interpret and apply rules and regulations as appropriate.

Prepare a variety of materials such as correspondence, agendas, minutes, reports, forms, applications, memoranda and other documents.

Coordinate communication between the assigned supervisor, the campus community and general public.

Utilize judgment in screening and maintaining the confidentiality of concerns or complaints presented by students, faculty, staff, applicants, vendors, or the general public.

Greet office visitors and answer telephone calls, screen and direct calls and visitors to appropriate personnel; take and relay messages; schedule conference calls.

Respond to requests for information from staff and the public regarding District programs, policies, procedures and regulations.

Organize, develop and maintain a variety of records, logs, files and departmental reports, including information of a confidential nature; verify data for accuracy, completeness and compliance with established procedures; input and retrieve data in computer systems as required; maintain confidentiality of information.

Schedule meetings, conferences, appointments and travel arrangements on behalf of the Superintendent/President and members of the Board of Trustees.

Attend meetings and prepare record of proceedings.

Prepare negotiations and grievance materials as directed.

Receive, open and route mail; screen and respond to administrators’ mail as appropriate.

Order, issue and maintain department supplies, forms and equipment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Computer hardware and word processing and database or spreadsheet software application programs.

Telephone techniques and public relations etiquette.

ABILITY TO:

Perform secretarial and administrative duties with speed and accuracy and maintain confidential records.

Operate a variety of office equipment including personal or mainframe computer terminals, peripheral devices, related word processing and database or spreadsheet software programs; operate multiplex telephone system, electronic mail system, typewriter, calculator, facsimile equipment and copier.

Maintain confidential information and records.

Interpret, apply and explain rules, regulations, policies and procedures for assigned office.

Type at 60 words net per minute from clear copy.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Assemble data and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Maintain a variety of files, records and logs.

Interact with others using tact, patience and courtesy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by courses in secretarial science and three years of increasingly responsible clerical or secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

May require a valid California Driver's license.

DESIRABLE EXPERIENCE

Knowledge of the Ralph M. Brown Act and California Government Code 54950 et seq.

Prior experience working in a public sector setting

Knowledge of BoardDocs tool for preparing board agendas

WORKING CONDITIONS:

Dexterity of hands and fingers to operate a keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Confidential Salary Schedule: Range 7

Revised and Board Approved: December 18, 2017