

**ADMINISTRATIVE ASSISTANT III**

**DEFINITION**

Under general supervision, performs a variety of administrative support functions for multiple major programs in a Cabinet Level Administrator's office. Assigns, monitors, reviews and evaluates the work of subordinate staff; independently compiles data and prepares major funding and accountability reports.

**SUPERVISION EXERCISED AND RECEIVED**

General supervision is provided by Cabinet Level Administrator.

Assignment may require the direct or indirect supervision of general clerical positions.

**EXAMPLES OF DUTIES**

Performs a full range of administrative support duties requiring extensive knowledge of multiple major programs assigned to the reporting department of a Cabinet Level Administrator.

Prepares, types, edits and proofreads a variety of materials and reports in relation to programs supported utilizing a various computer software programs.

Greets and screens telephone calls, students, faculty, staff and visitors in a pleasant and helpful manner; responds to questions, requests, and complaints from students, staff, faculty and the public in a sensitive and cooperative manner; maintains harmonious operating conditions in a service-oriented environment serving a multicultural and multiethnic population.

Resolves everyday work problems involving administration, staff, or students by exercising independent judgment in the application of established procedures and routines.

Handles daily office situations such as establishing priorities to meet deadlines, preparing Board Action Slips, assignment sheets for classified and timesheets for faculty, classified and students assigned to the reporting department.

Submits conference attendance requests, and expense/travel reimbursement claims for payment; requisitions supplies, printing, and advertising; submits work orders and key requests.

## **EXAMPLES OF DUTIES (continued)**

Works closely with variety of departments and personnel in performing the duties of the office assigned.

Schedules appointments, travel arrangements and meetings.

Competently operates a variety of computer programs, including but not limited to word processing, spreadsheets, database, and presentation software.

Gathers and compiles data from a variety of sources; maintains confidential and complex interrelated files and records.

Receives, reviews, and routes mail using discretion in the handling of confidential and sensitive material.

May act as office manager and relieve the Administrator of routine administrative details, which may include the selection, training, time keeping and evaluation of subordinate staff.

Monitors and controls statistical data having major financial impact or accountability for faculty, students and the District. This may include evaluating student's academic history through transcripts and computer information.

Handles faculty evaluations in a confidential manner.

Assembles and prepares board slips and/or board resolutions.

May assist in the coordination of meetings and events by arranging for facilities, food services, parking, mailing notifications, telephone communications, contacting and arranging for speakers.

May record minutes for various departmental meetings.

May interpret policies and procedures to faculty, students and staff.

May access District financial computer system, prepare data for budget requests, transfer funds to accounts as needed and research budget items.

May correct dictionary entries and schedule courses with proper hours and facilities.

May perform lower clerical duties.

Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Public relations, principles and techniques.

Office practices and procedures including reception and telephone techniques; preparation of correspondence, report writing, filing and operation of office equipment.

Word processing, spreadsheet, database and presentation computer software. Assigned program area may require knowledge of additional software applications.

Effective oral and written communication.

Basic bookkeeping practice and procedures.

Basic supervision principles.

### **Ability to:**

Learn procedures and coordinate administrative support activities for multiple programs.

Check, inspect and review office work as required.

Compile data for and prepare major District reports.

Type at a corrected speed of 50 wpm.

Format and compose effective correspondence.

Input and retrieve data.

Effectively use a variety of computer software applications. Operate a variety of standard office equipment.

Take dictation at a speed of 80 wpm with translation.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Five years administrative assistant experience, which includes three years in a senior secretary/clerical position in a high volume or high traffic office.

One year of course work in business or a related field may be substituted for one year of administrative assistant experience.

### **Desirable Qualifications:**

A.A. degree in business or related field.