

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE: ADMINISTRATIVE ASSISTANT**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide administrative support and assistance to an assigned program; perform a wide variety of special projects; participate in budget preparation and administration.

**REPRESENTATIVE DUTIES:**

Provide administrative support and assistance to an assigned program; evaluate office activities; recommend improvements and modifications; assist in the implementation of goal and objectives; review and evaluate work products, methods and procedures. *E*

Answer telephone and screen callers; respond to inquiries and requests for information concerning regulations, procedures, systems and precedents; receive and route mail. *E*

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures and budget accounts. *E*

Respond to budget inquiries from staff; type and process requisitions and purchase orders; prepare budget summaries utilizing a computer and assigned software. *E*

Maintain calendar of program or office activities, meetings and events; coordinate activities with other departments, offices, students, the public and outside agencies; process travel requests. *E*

Organize and maintain complex and confidential filing systems; operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain disk storage and files. *E*

Independently compose and edit correspondence related to assigned activities; maintain a variety of manuals, codes, handbooks and directories; prepare or direct the preparation of a variety of annual, quarterly or administrative reports. *E*

Research, compile, analyze and summarize data for special projects, programs and comprehensive reports; develop and coordinate or perform the implementation of special projects and programs. *E*

Coordinate and participate in a variety of meetings and conferences within assigned area; take and transcribe minutes; disseminate information; coordinate projects and implement procedural changes; follow-up on action items. *E*

Process personnel actions for new hires; participate in the recruitment of faculty; evaluate compliance with faculty services areas and verify equivalencies; monitor faculty load; coordinate and

maintain job evaluation schedules for staff. *E*

Maintain levels of office supplies; order supplies as necessary; receive, verify and distribute supply deliveries. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Principles and procedures of financial record-keeping, bookkeeping and audit procedures.

Basic principles and practices of fiscal, statistical and administrative research and report preparation.

Policies and objectives of assigned program and activities.

Budgeting practices regarding monitoring and control.

Operation of computer equipment and specified software such as word processing and spreadsheets.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Record-keeping techniques.

Public relations techniques.

#### **ABILITY TO:**

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.

Participate in budget preparation and administration.

Compose correspondence and written materials independently.

Answer telephones and greet the public courteously.

Maintain records and files.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and specified software such as word processing and spreadsheets.

Complete work with many interruptions.

Work independently with little direction.

Plan and organize work.

Work confidentially with discretion.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate degree and four years of increasingly responsible secretarial experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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|----------|----|--|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist.   |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs.   |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs.  |
| <u>3</u> | j. | Ability to operate office equipment.   |
| <u>1</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*