ADMINISTRATIVE ASSISTANT II
JOB #CCC793
$3,352 - $4,063 per Month

The District pays employee's portion of PERS retirement contribution. This is a classified position subject to a one-year probationary period.

DATE POSTED: November 4, 2013

CLOSING DATE: November 18, 2013

POSITION LOCATION: Cypress College – Dental Hygiene Department/
Disabled Students Programs & Services Department (DSPS).

SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m.; Monday – Friday
(Schedule and shift are subject to change in accordance with department needs.)

STARTING DATE: As soon as possible

TYPICAL DUTIES
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). Perform complex administrative duties independently in support of one or more functional areas, departments or administrators within established rules and regulations; organize and manage daily activities to assure efficient operations; provide information to departments, personnel, students and the public on the phone and in person; answer questions and resolve problems requiring judgment, knowledge and explanation of policies. Plan, coordinate and assist in the preparation and maintenance of class and faculty schedules, room assignments, textbook orders, and associated paperwork; assist instructors with preparation of curriculum, forms, applications, and testing materials; ensure classrooms and instructional areas are maintained; assist students with registration. Coordinate and facilitate special projects, such as receptions, facilities use and events; maintain calendar of activities; coordinate travel arrangements, approve, prepare and distribute promotional and informational materials; maintain current mailing lists. Monitor department expenditures and budgets; approve expenditures within established guidelines; assist with budget development and track status of budgets; maintain petty cash accounts; respond to inquiries regarding financial issues. Evaluate and process forms, transcripts, and applications; verify data for accuracy, completeness and compliance within established procedures; enter data into computer system, monitor, calculate and submit time sheets, maintain confidential files and data. Type and may compose and edit correspondence, memos, letters, agendas and reports; revise schedules, forms, reports, records, and other information; prepare statistical information for use in reports; schedule appointments and meetings; attend meetings and transcribe and distribute minutes; initiate and answer telephone calls; screen and direct calls; greet visitors and direct to appropriate personnel; route and distribute incoming mail and other materials; prepare outgoing mail and packages. Order supplies and prepare purchase requisitions, track orders to assure delivery and payment; respond to facilities maintenance requests. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent AND minimum two (2) years of increasingly responsible administrative experience; may be supplemented by applicable college courses.

Ability to: Interpret, apply and explain rules, regulations, policies and procedures; make arithmetic calculations quickly and accurately; type at 55 wpm from clear copy*; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently with little direction; complete work efficiently with many interruptions; work confidentially with discretion; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others. *Applicants selected for interview will be required to pass a typing test.
Knowledge of: District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; organization, policies, and rules of assigned department or program; modern office practices, procedures and equipment; record-keeping techniques; basic bookkeeping procedures; correct English usage, grammar, spelling, punctuation, and vocabulary; various computer software applications.

WORKING RELATIONSHIPS
The Administrative Assistant II maintains frequent contact with various District departments and personnel, faculty, students and the public.

DESIRABLE QUALIFICATIONS
Familiarity with Microsoft Excel and Adobe Acrobat.

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.

APPLICATION PROCEDURE
Applicants MUST submit the following items:

1. DISTRICT CLASSIFIED APPLICATION REQUIRED
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2. Cover letter and resume addressing job qualifications and responsibilities:
   Cover letter (expected length: 1-2 pages) and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC793, Administrative Assistant II in all correspondence. The District will not return or make photostats of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.