North Orange County Community College District  
EMPLOYMENT OPPORTUNITY  
1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819  
Telephone: (714) 808-4810  
Job Line: (714) 808-4811  
E-Mail Address: hr@nocc.edu  
Website: www.nocc.edu  

ADMINISTRATIVE ASSISTANT II  
JOB # SCC951  
$3,352 - $4,063 per month  
(The District pays employee’s portion of PERS retirement contribution)  

DATE POSTED: August 1, 2011  
CLOSING DATE: August 18, 2011  
POSITION LOCATION: School of Continuing Education – Life Skills Education Advancement Program (LEAP)  
SCHEDULED SHIFT: 8:30 a.m. – 5:30 p.m., Tuesday through Friday at Anaheim Campus.  
7:00 a.m. – 3:30 p.m., Saturday at Cypress Campus.  
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; 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.
The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District’s Human Resources office.