ADMINISTRATIVE ASSISTANT I
JOB #FCC981
$3,452 - $4,175 per Month
This is a classified position subject to a one-year probationary period.

DATE POSTED: May 5, 2015 100% Position, 12 MONTHS PER YEAR
CLOSING DATE: May 19, 2015
POSITION LOCATION: Fullerton College-Library/Learning Resources Instructional Support Programs and Services
SCHEDULED SHIFT: 8:00 A.M. to 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 variety of specialized administrative duties to support one or more functional areas, departments or administrators; and assisting in the coordination of 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 detailed administrative duties in support of one or more functional areas, departments or administrators within established rules and regulations; coordinate daily activities to assure efficient operations; issue and track materials and items distributed to instructors, students, the public, or departments; answer questions requiring judgment, knowledge and explanation of policies. Type routine correspondence, memos, letters, agendas, and lists; revise schedules, forms, reports, records, and other information; compile statistical information for use in reports; attend meetings and take minutes; initiate and answers telephone calls; screen and direct calls; schedule appointments and meetings; route and distribute incoming mail and other materials; prepare outgoing mail and packages. Assist faculty, staff and students; order textbooks; prepare, distribute, and collect course materials; assist students with orientation and registration; administer and collect tests; maintain lists and mailboxes for instructors. Assist with special projects, receptions and events as assigned; maintain calendar of activities; distribute promotional and informational materials; maintain current mailing lists. Process forms, transcripts and applications; verify data for accuracy, completeness and compliance within established procedures; enter data into computer system; process time sheets; maintain confidential files, data and records. Collect and account for fees and other monies received; maintain ledgers and other financial records as assigned. Order and track supplies and prepare purchase requisitions; assist in tracking budgets and expenditures; may assist with preparing banking deposits. 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 prior administrative, secretarial or clerical experience in an office environment.

Ability to: Interpret, apply and explain rules, regulations, policies and procedures; make arithmetic calculations quickly and accurately; type at 50 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.
LICENCES AND OTHER REQUIREMENTS

Position requires a valid driver’s license. Incumbent may be required to travel off site for business reasons. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0).

WORKING RELATIONSHIPS

The North Orange County Community College District is an equal opportunity employer.