EMPLOYMENT OPPORTUNITY

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

EXECUTIVE ASSISTANT III
JOB # DEN990
$4,166 to $5,322 per month
(Confidential Salary Schedule)

The District pays employee’s portion of PERS retirement contribution.

DATE POSTED:  April 26, 2007  100% Position, 12 Months per Year
CLOSING DATE:  May 10, 2007
POSITION LOCATION:  Anaheim Campus – Office of the Vice Chancellor, Human Resources
SCHEDULED SHIFT:  8:00 a.m. to 5:00 p.m., Monday through Friday
  Schedule subject to change based on department needs.
STARTING DATE:  As soon as possible

TYPICAL DUTIES:
An Executive Assistant III performs a variety of complex secretarial duties and provides administrative assistance for a College President, Provost or Vice Chancellor. The duties for the Executive Assistant III require extensive knowledge of District policies, independent judgment and action, and discretion in handling confidential information and materials. Provide executive secretarial support to a College President, Provost or Vice Chancellor, relieving the administrator of a variety of clerical, technical and administrative detail. Coordinate information and communications between District and campus administrators and personnel; serve as liaison in communications with staff, legislators, community, civic and business representatives and the general public. Prepare and type a variety of confidential materials including correspondence, purchase requisitions, proposals, memoranda, reports and other documents. Prepare, organize and coordinate Board Agenda items for the assigned area of responsibility; take, transcribe and distribute minutes of meetings. Initiate correspondence for administrator’s signature; conduct research and special projects as assigned; compile, organize and abstract information and materials. Serve as office manager and receptionist for an assigned administrator; greet visitors and answer telephones; order and maintain office supplies; open, sort and direct mail. Provide information and assistance to callers and visitors; explain and interpret District and campus policies, Education Code requirements and other regulations and procedures as needed. Provide work direction and training to subordinate clerical staff as assigned, provide input regarding employee performance and assist in interviewing job applicants as requested. Initiate and respond to telephone calls; refer callers to other offices and administrators as appropriate; schedule and confirm appointments; coordinate appointment calendar. Coordinate travel arrangements for administrator and faculty as assigned, including cash advances, transportation, lodging, registrations and expense accounts. Perform basic clerical accounting duties as needed such as issuing and posting checks, reconciling accounts and depositing and balancing cash; review and monitor financial documents and transactions. Review and edit reports, records, documents and data for accuracy, completeness and compliance with established procedures. Maintain a variety of files and records related to fiscal management and confidential materials related to personnel and District contract negotiations. Operate a variety of business and office machines including typewriter, word processor, copier, and calculator. Make decisions in accordance with laws and regulations and apply them to problem situations. Perform related duties as assigned.

QUALIFICATIONS:
Knowledge of: Functions and secretarial operations of a College President’s, Provost’s, or Vice Chancellor’s office; administrative office management; policies and regulations related to processing confidential information and materials; operation of office machines including typewriter, calculator and copier; word processing and database software applications, preferably MS Office and Banner; modern office practices, procedures and equipment; record-keeping techniques; oral and written communication skills; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; applicable sections of State Education Code and other applicable laws; District organization, operations, policies and objectives; principles and practices of providing work direction and training; public relations techniques.
Ability to: Independently perform difficult, complex and confidential secretarial and administrative relief duties; process confidential materials and information related to contract negotiations and personnel; schedule meetings, appointments, interviews and make travel arrangements; compose correspondence and other written materials independently; compile, organize and review technical data and materials; proofread and edit written materials to assure accuracy and completeness; maintain a variety of files, records and statistics; prepare reports by assembling and organizing data from diverse sources; communicate effectively, both orally and in writing; read, interpret, apply and explain rules, regulations, policies and procedures; train and provide work direction to assigned personnel; work confidentially with discretion; understand and follow oral and written directions; type at 60 words net per minute from clear copy; establish and maintain cooperative and effective working relationships with others; analyze situations accurately and adopt an effective course of action; work independently with little direction; plan, prioritize and organize work; make arithmetic calculations quickly and accurately; complete work with many interruptions.

*Applicants selected for interview will be required to pass a typing test.

Education and Experience: Any combination equivalent to: graduation from high school supplemented by college course work in office management and business procedures, and four years of increasingly responsible administrative secretarial experience, preferably including experience in an educational setting.

WORKING RELATIONSHIPS:
The Executive Assistant III maintains frequent contact with various District administrators and personnel, faculty, students and the public.

WORKING CONDITIONS:
District or campus 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:

- **DISTRICT CLASSIFIED APPLICATION REQUIRED** *(All sections must be completed)*

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 #DEN990, Executive Assistant III, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies 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.

Mail or deliver your application packet in person to:
North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE:
Completed applications must be received in the Human Resources office on or before May 10, 2007, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving either their own, leased, or district owned vehicles for District related activities must certify that they possess a valid California Drivers License. Employees must certify that their vehicle is covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.