EXECUTIVE ASSISTANT II
JOB #DEN997
$3,866-$4,943 per Month
(Confidential Salary Schedule)
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: July 3, 2007
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: July 26, 2007

POSITION LOCATION: Chancellor’s Office – Anaheim Campus

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

STARTING DATE: As soon as possible.

TYPICAL DUTIES:
Provide specialized and technical secretarial and administrative support to a designated administrator at the District level. Prepare and type a variety of confidential materials including correspondence, personnel evaluations, proposals, memoranda, reports, and other documents. Prepare and organize Board agenda items related to the assigned office of function; determine appropriate placement on docket; take, transcribe and distribute minutes of Board meetings as assigned. Receive and transcribe dictation of letters and memoranda, including material of a confidential nature; transcribe accurately from transcription equipment. Compose and respond to routine correspondence; 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. Initiate and respond to telephone calls; refer callers to other offices and administrators as appropriate; schedule and confirm appointments; make travel arrangements. Maintain a variety of files, records and reports including confidential materials related to District labor contract negotiations. Communicate with a variety of campus and District officials and employees, community agencies, and others to obtain and provide information, schedule meetings, and resolve problems related to assigned functions. Operate a variety of business and office machines including typewriter, word processor, copier, calculator, and dictation equipment. Assist as directed in preparation of the budget; review budget transfer requests and prepare periodic budget and financial reports. Review and edit reports, records, documents, and data for accuracy, completeness, and compliance with established procedures. Provide information and explain policies to District officials, employees and others as appropriate regarding the functions and procedures of an assigned administrative area. Train and provide work direction to subordinate clerical staff as assigned; provide input regarding employee performance and assist as directed in interviewing job applicants. Notarize a variety of documents in accordance with established procedures and legal requirements. Perform related duties as assigned.

QUALIFICATIONS:
Knowledge of: Functions and secretarial operations of an assigned administrator’s office; administrative office management; principles and practices of budget preparation; 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; 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: 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 a variety
EXECUTIVE ASSISTANT II - Continued

of 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 three years of increasingly responsible administrative secretarial experience, preferably including experience in an educational setting.

WORKING CONDITIONS: 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:

DISTRICT APPLICATION REQUIRED

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 #DEN997, Executive Assistant II on all correspondence. Cover letters, resumes, letters of reference, etc., if submitted, must accompany the 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 APPLICATION MATERIALS 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 July 26, 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 its 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