

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Administrative Assistant I	Range:	33
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing a wide 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).

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Performs detailed administrative duties in support of one or more functional areas, departments or administrators within established rules and regulations; coordinates daily activities to assure efficient operations; issues and tracks materials and items distributed to instructors, students, the public, or departments; answers questions requiring judgment, knowledge and explanation of policies.
2.	Types routine correspondence, memos, letters, agendas, and lists; revises schedules, forms, reports, records, and other information; compiles statistical information for use in reports; attends meetings and takes minutes; initiates and answers telephone calls; screens and directs calls; schedules appointments and meetings; routes and distributes incoming mail and other materials; prepares outgoing mail and packages.
3.	Assists faculty, staff and students; orders textbooks; prepares, distributes, and collects course materials; assists students with orientation and registration; administers and collects tests; maintains lists and mailboxes for instructors.
4.	Assists with special projects, receptions and events as assigned; maintains calendar of activities; distributes promotional and informational materials; maintains current mailing lists.
5.	Processes forms, transcripts and applications; verifies data for accuracy, completeness and compliance within established procedures; enters data into computer system; processes time sheets; maintains confidential files, data and records.
6.	Collects and accounts for fees and other monies received; maintains ledgers and other financial records as assigned.
7.	Orders and tracks supplies and prepares purchase requisitions; assists in tracking budgets and expenditures; may assist with preparing banking deposits.
8.	Trains and provides work direction and guidance to others as directed.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Administrative Assistant I maintains frequent contact with various departments and personnel, faculty, students and the public.

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**EDUCATION AND EXPERIENCE**

High school diploma or GED

Minimum two (2) years prior administrative, secretarial or clerical experience in an office environment

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of applicable sections of State Education Code and other applicable laws

Knowledge of organization, policies, and rules of assigned department or program

Knowledge of modern office practices, procedures and equipment

Knowledge of record-keeping techniques

Knowledge of basic bookkeeping procedures

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of various computer software applications

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to make arithmetic calculations quickly and accurately

Ability to type at 50 wpm from clear copy

Ability to operate a variety of office equipment such as calculator, computer, copier, etc.

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to work independently with little direction

Ability to complete work efficiently with many interruptions

Ability to work confidentially with discretion

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to understand scope of authority in making independent decisions

Ability to review situations accurately and determine appropriate action according to established guidelines

Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

Some departments may require a valid California Driver's License

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**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.

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