ADMINISTRATIVE ASSISTANT II
INSTRUCTIONAL SUPPORT (CURRICULUM)

Application deadline: Wednesday, March 2, 2016 4:00 P.M.

POSITION DESCRIPTION
Under general supervision, performs a broad range of secretarial, administrative, and technical assistance functions for an administrator; required to control the release of sensitive information and to exercise frequent independent judgment within the assigned areas of responsibility, with the latitude for initiating action on behalf of the supervisor.

RESPONSIBILITIES
Positions in this classification are assigned some combination of the following duties:
- Functions as office coordinator for a major college service area; coordinates work of clerical staff in various component programs; provides in-service training for clerical staff; coordinates accounting systems of component programs.
- Serves as liaison between supervisor, program, or division, and various groups such as other college staff, students, or community groups.
- Provides technical assistance to other staff in areas such as budget preparation, recordkeeping, editing, computer and software usages.
- Attends meetings on behalf of supervisor as assigned.
- Compiles complex documents such as class schedules, college catalog, master dictionary, curriculum guides, and procedure manuals according to established guidelines.
- Assists in the development and preparation of reports, board items, budgets, and grant proposals; collects data and provides research assistance for various studies and reports.
- Monitors progress of assigned projects; maintains complex recordkeeping systems and schedules; assists instructional staff in developing and coordinating class schedules.
- Processes a variety of documents relating to personnel, budgeting, and curriculum requirements.
- Coordinates specific activities and events of assigned office and arranges for ancillary services. Such activities may include student government elections, program registration, classes, seminars, conferences, and fund-raising events.
- Maintains updated knowledge and records of regulations and requirements applicable to assigned office; monitors transactions, programs, and services to ensure compliance.
- Organizes office systems; recommends policies, procedures, and program activities.
- Maintains calendars, schedules appointments, arranges meetings, makes travel arrangements.
- Types, edits, and formats a variety of instructional and administrative materials; composes correspondence from general instructions; may take and transcribe dictation and prepare minutes of meetings.
- Uses a variety of office equipment including word processor, computer terminal, printer, calculator, and copy machines.
- Sorts and distributes mail; answers phones; screens and routes calls and visitors; provides information to staff, students, and the public regarding programs and functions of assigned office.
- Maintains a variety of logs, files, and records including files of a supervisory and/or sensitive nature; controls the release of sensitive information to authorized personnel.
- May maintain and audit financial records related to assigned office, monitor budgets, and collect and account for money, disburse checks, and assist in budget preparation.
- Provides technical assistance in requisition processing and scheduling classes.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS
- Knowledge of generally accepted office practices, procedures, and equipment; knowledge of basic arithmetic; and proper English usage, grammar, vocabulary, spelling.
- Ability to type 60 net words per minute; to take dictation as required; and to learn to operate computer systems used in assigned office.
- Ability to learn, apply, and communicate complex policies, procedures, and regulations relevant to assigned office.
- Ability to organize and coordinate office procedures, coordinate the work of others, and prioritize workload; ability to perform complex secretarial and technical tasks within defined deadlines.
- Ability to maintain accurate and orderly records and files.
- Knowledge of proper English usage, grammar, vocabulary, punctuation, and spelling; and ability to prepare business correspondence.
- Ability to use initiative and judgment in working independently while recognizing matters that should be referred to supervisor.
- Knowledge of arithmetic; ability to analyze documentation for accuracy, completeness, and compliance with required procedures and regulations.
- Ability to follow written and oral directions.
- Ability to communicate effectively orally and in writing, and to establish and maintain cooperative working relationships with staff, administrators, faculty, students, and others contacted in the course of performing assigned duties.
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.
DESIRABLE QUALIFICATIONS
- Any combination of education, training, and experience that provides the required knowledge, skills, and abilities. An example of this would be completion of some college coursework with applicable secretarial or administrative support experience involving extensive public contact and interfacing with various levels of management.
- Ability to operate a computer terminal; familiarity with various software packages.
- Experience and proficiency using and maintaining spreadsheet software, such as Microsoft Excel.

SPECIAL CONDITIONS
Working Hours: Monday through Friday - 7:30am - 4:30pm.

APPLICATION PROCESS
Applications must be completely filled out in detail. The application package must include a District application and a resume. Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 17 of the CSEA Salary Schedule, with a starting salary of Step A, $3,516/month; progresses over time to $4,948/month. Excellent benefit package. Must achieve qualifying scores on tests to be administered by the college: An English usage test and a basic math test.

TESTING FOR THIS POSITION IS SCHEDULED FOR THURSDAY, MARCH 3, 2016 AT 7:30AM AND 2:30PM (ROOM BE-108). PLEASE SCHEDULE AT THE TIME MATERIALS ARE SUBMITTED OR BY EMAILING MARY.WIXSON@CHAFFEY.EDU WITH THE TEST TIME YOU HAVE SELECTED. PLEASE ARRIVE AT THAT TIME. DUE TO THE HIGH VOLUME, EMAILS CANNOT BE RESPONDED TO, AND WE ARE UNABLE TO TAKE APPOINTMENTS BY PHONE. PREVIOUS PASSING TEST SCORES WITHIN ONE YEAR WILL BE APPLIED AND YOU WILL NOT NEED TO RETEST. FOR MORE INFORMATION REGARDING OUR TESTING, PLEASE VISIT THE TESTING INFORMATION PAGE ON OUR WEBSITE: http://www.chaffey.edu/humres/testing_info.shtm. THIS IS THE ONLY NOTIFICATION YOU WILL RECEIVE REGARDING THE TESTING.

Chaffey Community College District is committed to equal employment opportunity