

CLASSIFICATION SPECIFICATION

Administrative Assistant III

FT/PT Class Code: 4105, 4605 Pay Grade: B/C 09 FLSA: Non-Exempt Est. 07/01/14

SUMMARY STATEMENT: An incumbent is responsible for providing advanced administrative support to an administrative or technical supervisor and unit staff.

NATURE AND SCOPE:

An incumbent reports to an administrative or technical supervisor and may supervise subordinates and/or College Work Study students. The incumbent serves in a liaison capacity between the supervisor and faculty, the public and/or other departments within the College. Assignments require evaluative thinking and are carried out in accordance with standard administrative support practices, operational procedures and policies, and general work instructions. This class is differentiated from the Administrative Assistant II classification by the greater diversity and complexity of duties assigned, issues handled, and level of decision making. Work includes advanced administrative support; managing campus/department records and files pertaining to personnel, technical, administrative, and/or financial activities; organizing and coordinating administrative details for several functional or statewide program components with the College's other programs/functions or with other state/federal agencies and private businesses; and executing follow-up and tracking to ensure accuracy of data, inclusion of supporting documentation, and adherence with deadlines and procedures. Incumbents assist supervisor by performing such duties as composing complex or detailed correspondence and reports for supervisor's signature that entails knowledge of programs, policies, procedures, rules, and regulations; preparing agendas for meetings; maintaining liaison between supervisor and other staff personnel, state/federal agencies and the public and disseminating directives.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Acts as liaison between supervisor and faculty, other departments, students, and the public and provides guidance on routine and some non-routine matters. Compiles and evaluates data for studies, reports, surveys and/or grants to provide accurate information and recommendations for improvements, modifications, and/or compliance with policies, procedures, and/or laws regulations.
2. Obtains, organizes, and/or drafts technical and administrative material necessary for information dissemination. Composes, formats and types memoranda, correspondence, and reports. Prepares financial/legal documents, contracts, cases, charts, and similar materials using word processing software. Materials may contain difficult terminology and confidential information.
3. Reviews and routes incoming mail; composes reply for employer's signature; maintains a follow-up filing system on correspondence; may forward copies of correspondence to other department officials for their information and response.
4. Answers telephone, gives routine information to callers, transfers calls to appropriate official, places outgoing calls, and schedules appointments for supervisor resulting from public contact. Greets visitors, ascertains nature of business, and directs visitors to appropriate staff person.

PRINCIPAL ACCOUNTABILITIES, cont'd:

5. Arranges details for staff, Board, committee, commission, and other meetings, conferences, hearings, and travel, including schedules, reservations, location of function, seating of guests, and other scheduling responsibilities; completes expense forms; takes or arranges for the taking of minutes of meetings, conferences, etc.
6. Establishes and maintains complex filing system for the unit, including follow-up files.
7. Keeps a variety of unit records, such as staff time and leave, financial documents, and other records. Collects and compiles data into final form for review by supervisor.
8. Analyzes routine operating practices and procedures to include recordkeeping, workflow, cost reduction, equipment, and supply utilization, etc. to ensure smooth and efficient office operation.
9. May represent supervisor before groups, employees, students, or the general public.
10. May supervise clerical employees and/or College Work Study students.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of administrative principles and procedures.
- ◇ Knowledge of unit operations, services, programs, and College/campus organization.
- ◇ Knowledge of applicable policies, procedures, laws, regulations, or requirements.
- ◇ Knowledge of personal computers and word processing computer software.
- ◇ Knowledge of business English, grammar, punctuation, spelling, and composition.
- ◇ Knowledge of filing and recordkeeping techniques and procedures.
- ◇ Excellent keyboarding, word processing, communication, decision-making, critical thinking, and organizational skills.
- ◇ Good interpersonal and communication skills.
- ◇ Skill in searching files and records for information.
- ◇ Skill in recording and compiling data accurately.
- ◇ Ability to effectively communicate, both orally and in writing.
- ◇ Ability to oversee the work of clerical/support employees.
- ◇ Ability to read, apply, and explain rules, regulations, policies, and procedures.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of administrative support experience; or other equivalent combination of education and experience.