

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION**

JOB TITLE: Administrative Assistant IV

BASIC FUNCTION: Under the direction of the area administrator, performs skilled secretarial and clerical duties typically for Associate Vice Chancellors or Vice Presidents.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Schedules, arranges and confirms appointments, meetings and conferences and maintains administrator's calendar; arranges travel accommodations.
2. Greets visitors and answers and directs telephone, screening calls and visitors to the appropriate office; provides information and answers complex questions from students, staff and the general public regarding District/college programs, policies and procedures.
3. Schedules and maintains master calendar for department.
4. Conducts tracking of monthly department staff attendance reports and student/hourly worker timesheets as directed.
5. Composes correspondence, independently, on a variety of matters; develops, or prepares, letters, memoranda, forms, proposals, organizational charts, and/or minutes, which could be material of a confidential nature, from handwritten drafts, notes or oral instruction;
6. Performs complex and responsible secretarial duties requiring extensive knowledge of the functions and service programs of the office to which assigned.
7. Maintains department/program files and researches and assembles information as needed.
8. Performs a wide variety of data entry information utilizing specific data formats and various software; checks and reviews data for completeness and conformance with established processes and procedures.
9. Prepares Board reports.
10. Researches and prepares a variety of reports, including narrative and statistical, as directed by administrator.
11. Assists in developing a variety of surveys and compiling the results.
12. Orders, inventories, stores and issues department/program office supplies.
13. Maintains a variety of complex files, budget records and other fiscal records; records expenditures, transfers funds and maintains current account balances for the office.
14. Operates and maintains a variety of office equipment.
15. Opens all mail directed to the administrator, scans for content, highlights important information and sorts mail in order of importance.
16. Tracks and verifies invoices; prepares requisitions using District's software package.
17. Participates in District-provided in-service training programs.
18. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
19. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school, or GED equivalent. Additional college business course(s) from an accredited institution and/or training in a business related area (i.e. word processing, computer applications, office management) is required.

EXPERIENCE: At least five years of varied secretarial experience, which includes three years working for executive level administrators. Secretarial experience in a community college or other educational office environment is required. Must have experience with word processing systems and spreadsheet software packages.

09-01-09; Minor Revision 1-2-14

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Microsoft Office software package (Word, Excel, Access, Power Point); modern office practices and equipment.

ABILITY TO: Operate modern office equipment, including, but not limited to, calculator, scanners, copiers, fax machines, telephone, desktop computer; spell correctly; communicate, using good English, orally and in writing; compose correspondence independently; keyboard at a speed of not less than 50 net words per minute; index and file; interpret and explain policies and procedures; deal effectively with public officials; establish and maintain an effective working relationship with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: May include students, staff, faculty, administrators, vendors, general public, conference facilities, business leaders, public officials.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.