

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION**

JOB TITLE: Administrative Assistant II

BASIC FUNCTION: Under the supervision of the area administrator, performs skilled clerical and secretarial duties typically for administrators of special service programs and/or departments.

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

REPRESENTATIVE DUTIES:

1. Coordinates, plans and schedules appointments, makes reservations and handles catering for on or off campus meetings, workshops, events, and conferences, including video conferences, and makes travel arrangements for director, faculty and/or staff.
2. Answers and screens telephone calls and e-mail, and provides information where judgment, knowledge and explanation of policies and/or procedures are necessary. May field complaints and serve as a department liaison for the faculty, staff, students, parents and/or the public.
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. Prepares correspondence on a variety of matters; develops, or prepares, letters, memoranda, forms, flyers, department newsletters, marketing material, training proposals, organizational charts, and/or minutes, which could be material of a confidential nature, from handwritten drafts, notes or oral instruction;
6. Types tests, reports, statistical outcomes; drafts correspondence, with minimum of instruction, responding to routine inquiries, or as needed, to follow up on departmental actions or as requested by official to whom 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. Assists in preparing Board reports.
10. Assists in researching and preparing a variety of reports, including narrative and statistical, as directed by official to whom assigned.
11. Assists in developing a variety of surveys and compiling the results.
12. Orders, inventories, stores and issues department/program office supplies.
13. Assists in monitoring the department budget.
14. Operates and maintains a variety of office equipment.
15. Handles department/program mail distribution, including pick up, drop off, opening and delivering mail; maintains master mailing lists; prepares, produces and distributes mass mailings of materials and reports related to the department/program, under the direction of the department manager to whom assigned.
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 desired.

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

EXPERIENCE: At least three years of varied secretarial experience.

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; keyboard at a speed of not less than 45 net words per minute; index and file; 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.

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.