Description of Position

Under the direction of the Dean, Facilities, the Administrative Assistant will perform a wide variety of technical, specialized and responsible secretarial and administrative duties to relieve the administrator of administrative detail.

Minimum Qualifications

Candidates may be tested to determine their ability to:

- Type 50 net words per minute
- Write correspondence using appropriate formatting procedures as well as correct English, grammar, spelling, punctuation and vocabulary.
- Use computer application software (Microsoft Word, Excel, and Access)

A testing date may be arranged for applicants.

Education and Experience:

Any combination equivalent to:

- two years of relevant college–level course work in computer applications and business (office skills) and
- three years increasingly responsible secretarial experience

Representative Duties

- Perform a variety of duties independently in support of functions delegated to assigned administrator; interpret and apply rules and regulations as appropriate.
- Prepare correspondence and memoranda independently or from oral instructions.
- Prepare and edit a wide variety of materials such as correspondence, reports, forms, applications, memoranda, flyers, brochures and other documents.
- Perform a variety of duties in support of assigned function such as maintaining credential, payroll and sick leave records of employees assigned to function, assisting at special events and performing research and other special projects.
- Coordinate communication between the administrator and staff, students, the public or other District or campus officials; obtain and provide information, coordinate activities and resolve issues.
- Greet office visitors and initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; take message as necessary.
- Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.
- Maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
- Maintain and compile new and modified curriculum data for input into computer terminal for the production of the annual college catalog as assigned.
• Compile information and data for reports and assist in the preparation of reports as required.
• Review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.
• Schedule meetings, conferences and appointments for assigned administrator; maintain administrator's calendar.
• Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel as required; maintain records for meetings as required.
• Receive, open and route mail; order, issue and maintain department supplies, forms and equipment.
• Coordinate communication and activities with other educational institutions, vendors, other outside organizations and the public.
• Operate a variety of office equipment such as typewriters, word processors, computer terminals, calculators, copy machines, and dictation equipment.
• Assist in the gathering, preparation and record-keeping of division class schedules to include maintenance record-keeping for all curriculum masters within the District throughout the year.
• Utilize the District's integrated software in performing the required duties of the position.
• Perform related duties as assigned.

**Conditions of Employment**

- Salary is at Range 29 AA ($16.01 hourly / $2,775 monthly).
- Minimum 5% increase if promoted.
- 10–working month probationary period.
- Union membership upon employment.
- PERS Retirement.
- Medical/dental/vision insurance program for employee and dependents.
- Employee life insurance ($100,000) is provided.

**Working Conditions**

**Environment**
- Office environment.
- Constant interruptions.

**Physical Abilities**
- Ability to communicate with students/employees/public.
- Ability to read documents.
- Ability to sit and stand for extended period of time.
- Ability to reach in all directions.
- Ability to lift moderately heavy objects.
- Ability to operate a computer and office equipment.

**Screening Procedure**

Only **complete** application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

**Application Procedure**

Applicants **must** submit the following materials which must be received by Human Resource Services on or before the application deadline,

**November 24, 2015 / 4:30**

- Completed COS classified application form
- Letter of interest addressing your interest in this position and the representative duties
- Resume
- Copies of transcripts. Officials required upon employment.

Send to:

**Julie Carroll**  
(559) 737-6237  
JulieC@cos.edu  
Human Resource Services  
College of the Sequoias CCD  
915 S. Mooney Blvd.  
Sequoia Building, Room 5  
Visalia, CA 93277

**Notice to all candidates for employment**

"College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law."

"College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation."