

**San Jose/Evergreen Community College District  
Confidential Position Job Description**

**Position:** Confidential Administrative Assistant

**Department:** Administrative Services

**College:** District Office

**Date:** 05/27/14

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**POSITION PURPOSE**

Under general supervision, the position provides responsible and efficient secretarial and administrative support to the Vice Chancellor, Administrative Services as well as secretarial functions in support of the Administrative Services department. Incumbent assigned in this classification is exposed to sensitive information with respect to employer-employee relations during negotiation process and is designated as Confidential classification.

**NATURE and SCOPE**

This position provides basic administrative support to the head of a department with responsibility for various programs and functions; performs clerical, standard and advanced office operational tasks; ensures smooth running of the office, works independently, and coordinates various communications and activities among the Administrator, Department and District staff, vendors and the public.

**KEY DUTIES and RESPONSIBILITIES**

1. Exercise judgment, in accordance with parameters set by manager, in relieving administrator of actions not requiring his/her immediate attention.
2. Screen telephone calls, incoming mail, publications, and other correspondence.
3. Respond to routine and inquiries using standardized formats, and using judgment to refer unusual or complex inquiries to supervisor.
4. Receive visitors and callers, providing information as requested and resolving conflicts, and referring callers to proper administrator or department as appropriate.
5. Maintain calendar and appointments of supervisor, including lodging and travel arrangements.
6. Serve as secretary to committees, prepare agendas, take and transcribe minutes, collect and distribute materials and information.
7. Maintain accurate and detailed calendar of events, due dates, and schedules as they relate to assigned areas and services to ensure proper tasks and activities occur as scheduled.
8. Assist in the preparation of departmental reports by gathering, organizing, and summarizing information from a variety of sources.
9. Monitor budget for multi-source budget account, compile and prepare information for budget development.

10. Generate, receive and maintain confidential and sensitive files, information and reports and ensure security of files.
11. Implement District policies and procedures relating to the assigned area, researching difficult questions pertaining to policies and procedures as needed.
12. Plan, assign and participate in the work of the office including training and directing the work of hourly employees or student help.
13. Relieve supervisor of routine personnel, budget and payroll functions.
14. Conduct special projects as assigned related to development of departmental administrative services such as gathering collective bargaining data.
15. Open, sort and distribute mail; identify priority items.
16. Order and maintain adequate supplies as required.
17. Perform other related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

1. Organization, time management and standard office procedures.
2. The use of the English language for editing and composing written communications, spelling, grammar and punctuation.
3. Modern office methods and equipment including computer terminal and micro-computer usage and word processing applications.
4. Record keeping principles and procedures.
5. Business accounting and mathematics.
6. Acceptable business and office etiquette.

#### **Skills and Abilities to:**

1. Maintain confidentiality of sensitive information.
2. Explain policies, rules and regulations.
3. Work independently in the absence of supervision.
4. Determine work priorities, work independently and follow through on tasks.
5. Communicate clearly both orally and in writing.
6. Analyze situations carefully and adopt effective course of action.

7. Effectively communicate and interact with persons of diverse backgrounds and abilities.
8. Establish and maintain cooperative working relationships with those contacted during the course of work.

**Education and Experience:**

1. Equivalent to completion of the twelfth grade including or supplemented by specialized administrative or secretarial training and/or college level course work.
2. Two years of administrative clerical experience involving heavy public contact and primary support to an individual or department.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

**WORKING CONDITIONS**

**Environmental Conditions:**

1. Typical office environment.

**Physical Conditions:**

1. Essential and other important functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Date Approved: 05/27/14

Salary Schedule: C-90

EEO Category: 2B4 – Technical/Paraprofessional