

**San Jose · Evergreen Community College District  
Confidential Job Description**

**Position:** Executive Administrative Assistant to the President    **Department:** President's Office

**Location:** EVC or SJCC

**Date:** 10/09/12

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**POSITION PURPOSE**

To provide responsible and complex secretarial and administrative support to the Chancellor and the Board; to manage the day-to-day operations of the office, including overseeing lower level secretarial staff; and to provide information and assistance to faculty, staff, students, and the public. Direction is provided by Vice Chancellor or President.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from other classes in the Secretarial series in that this class provides advanced and confidential administrative and secretarial support to a Vice Chancellor or President. Incumbents in this class may be responsible for overseeing day--to-day office functions, and are responsible for the most difficult and responsible types of duties assigned to classes in the series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**KEY DUTIES and RESPONSIBILITIES**

1. Screen office and telephone calls; respond to sensitive complaints and requests for information from the general public, students, faculty and staff; resolve concerns and complaints; refer inquiries as appropriate.
2. Establish and maintain a variety of confidential files and records; research and gather information for special reports.
3. Maintain calendars of department activities, meetings and various events; make reservations for conferences and other events; coordinate travel arrangements for department staff as needed.
4. Perform paraprofessional support work as assigned; research questions pertaining to policies and procedures.
5. Perform a variety of administrative and clerical support functions; receive, review and initiate the processing of worker's compensation claims; submit appropriate paperwork; office; follow-up as necessary.
6. Perform confidential administrative secretarial functions for assigned office activities; independently prepare correspondence; respond to letters and general correspondence of a routine nature; prepare reports and graphic materials as assigned.
7. Receive and process agreements; edit and maintain agreements; monitor expiration dates, inform appropriate executive staff.
8. Compile Board meeting material; ensure all information is assembled and properly file; route to Chancellor's Office by assigned deadline.
9. Provide staff support on a variety of boards and committees; prepare agendas and other material; prepare minutes and distribute.
10. Open, sort and distribute mail; identify priority items.

11. Order and maintain adequate supplies as required.
12. Perform related duties and responsibilities as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Principles of business letter writing
2. Advanced principles and procedures of record keeping and reporting
3. Modern office procedures, methods and computer equipment
4. English usage, spelling, grammar and punctuation
5. Basic mathematical principles.

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

1. Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
2. Interpret and apply administrative and departmental policies and procedures.
3. Independently prepare correspondences and memorandums.
4. Operate a variety of office machines including a word processor.
5. Type and word process at a speed necessary for successful job performance.
6. Compile and maintain confidential and administrative records and files.
7. Communicate clearly and concisely, both orally and in writing.
8. Work independently in the absence of supervision.
9. Establish and maintain cooperative working relationships with those contacted in the course of work.
10. Maintain effective audio-visual discrimination and perception needed for:
  - making observations
  - reading and writing
  - communicating with others
  - operating assigned equipment
  - handling varied tasks simultaneously.
11. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - walking, standing or sitting for extended periods of time
  - operating assigned equipment.
12. Maintain mental capacity which allows the capability of:
  - making sound decisions and using good judgment
  - answering questions
  - exercise initiative in the completion of work
  - demonstrating intellectual capabilities

- maintaining confidentiality where appropriate

**Education and Experience:**

1. Equivalent to completion of the twelfth grade supplemented by specialized secretarial training.
2. Three years of increasingly responsible administrative secretarial experience.

**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: 10/09/12

Salary Schedule: C-110

EEO Category: 2B3 – Technical/Paraprofessional