Position: Administrative Assistant III	Position Number:
Department/Site: Area's Office	FLSA: Non-Exempt – (Classified
	CSEA)
Reports to: Director, dean, or other administrator in	Salary Range 23
assigned area	

DESCRIPTION:

Under limited supervision, provide highly professional administrative assistance to a dean or director, including typing, filingcreating reports, creating and intaining records relating to budgets, personnel, and assignments; and perfectialized administrative duties to support and lead the work of assigneration. Independently coordinate the day-to-day administrative operations of the division or department certiand provide accurate, reliable, and timely assistance and information to the public, students, inistrators, faculty, and staff related to the services provided by the office.

DISTINGUISHING CH ARACTERISTICS:

Administrative Assistant III is the highest leverassification among this administrative support series. The incumbents in this classification among this administrative support series. The incumbents in this classification are report to deans, and work fairly independently to coordinate the day-to-day operations of the office. The AAIIIs are competent to provide a variety of administrative supports the for assigned administrators and other departmental staff, and to perform mostignsments independently. The Administrative Assistant III is distinguished from lower levels of the series by the increased level of independence in decision-making and initiative pected, the expert knowledge of programs and policies expected, as well as the complexity profiblem-solving needed. This class normally also has a significant amount of plubinteraction. The incumberalso may perform specialized clerical and administrative dutie and any of the duties contained in lower levels of this classification.

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- x Acts as an information source regarding policies and procedures; provides information where judgment, knowledge and explanations are necessary, especially in the proper handling of files that contain personal information in order to maintain confidentiality.
- x Provides administrative support to the administrative office in all matters relating to the business of the area, which may include the state of the state of the area, which may include the state of the st

x Coordinates the department workflow and the work of student employees in the administrative unit office as assigned.

Other Functions:

Serves on college committees and councils as assigned, and serves as note taker at meetings that the AAIII's supervisor chairs, which may inucle scheduling and arranging all details of meetings, preparing agendas, simultaneotasting notes, transcribig minutes, and posting minutes of meetings to website.

Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Completion of two years of college level courserwin business skills, office administration, or a related field and three years of increasingly responsible office experience providing advanced knowledge and skills in current office practices; or the equivalent combination of training and experience that would indicate sees sion of the knowledge, skills, and abilities in this job description.

KNOWLEDGE:

KNOWLEDGE OF:

- x general functions of a complex organization (e.g. an educational institution);
- x current office methods and practices including filing systems, business telephone skills, letter and report writing;
- x a variety of computer programs includ0.4(. an educs fi)10.2(E-.0026 Tw [(ca w:)7.4(o)24(r)-686 nta etone;

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