CLASS TITLE: ADMINISTRATIVE ASSISTANT (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Director, Human Resources and Equal Employment Opportunity perform a wide variety of secretarial and clerical duties; relieve the Director of a variety of administrative details; maintain confidentiality of privileged and sensitive information.

REPRESENTATIVE DUTIES:

Perform secretarial and clerical duties for the Director and other staff who report to the Director, relieving them of a variety of clerical and routine administrative duties. E

Maintain confidentiality of privileged and sensitive information related to negotiations and other District actions. E

Prepare and maintain a variety of records and files including information of a confidential nature. E

Compose memos, letters or other materials of a confidential nature independently or from rough draft; prepare agenda items from oral or written instructions. E

Arrange and schedule a variety of meetings and conferences; prepare agendas, take minutes of meetings; prepare and distribute copies of minutes as appropriate. E

Serve as a liaison between the Director and staff, students, the public or other District or campus officials. E

Maintain budget balances; monitor expenditures of funds; make reseents using computer programs graphics. E

Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations. E

Compose correspondence; report information in person or by telephone where judgment, knowledge and interpretation of policies may be necessary. E

Collect and compile statistical and financial data and other confidential information for inclusion into special

Operation of a computer and computer programs to include word processing, spreadsheet, database and graphics applications.

ABILITY TO:

Perform responsible secretarial and clerical work with speed and accuracy.
Type at 55 net words per minute from clear copy.
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October 1998
Ewing & Company