

PERALTA COMMUNITY COLLEGE DISTRICT – July 2012

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

**STAFF ASSISTANT/CHANCELLOR'S OFFICE
(Confidential Salary Range 20)
Job Code: 974**

CLASS PURPOSE

Under general supervision, performs a variety of complex and difficult technical and clerical duties to provide direct administrative support for the Chancellor's Office.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provide administrative support for the Office of the Chancellor.
- Serve as a liaison between the Chancellor, management staff, academic and classified staff, students, representatives of community agencies and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District policies and procedures, or referring callers to the executive or others.
- Perform a variety of complex, difficult and multifaceted administrative support duties, requiring significant follow-up, follow through, and attention to detail; type a variety of correspondence, memoranda, reports, statistical reports and other confidential materials.
- Assist in maintaining complex, interrelated administrative and confidential filing systems and records.
- May take and transcribe meeting minutes for Board or District Committee meetings.
- Receive and respond to correspondence and phone inquiries; maintain files and records.
- Assist in the maintenance of the Chancellor's calendar and Board Room Meeting calendar; arrange and schedule a variety of meetings, programs, workshops and conferences as required, and make travel arrangements, as needed.
- Prepare requisitions and order supplies and equipment for the office; assure proper functioning of the office equipment.
- Screen incoming calls and visitors, refer them to the Chancellor or his staff, and provide information as appropriate; take accurate and complete messages. Serve as liaison between the Office of the Chancellor and staff at all levels, Trustees, and members of the public who contact the office with service complaints.
- Open, annotate, and route mail to the Chancellor and his staff, and draft responses for the Chancellor as appropriate. Handle highly confidential material, correspondence, personnel files and documents.

Job Description: Staff Assistant/Chancellor's Office

- Operate a variety of modern office equipment including personal computers, related software programs, printers, copiers, scanners, facsimile machine, calculator, typewriters, computer terminals and mainframe interface systems required to provide responsible administrative support to an executive or district official.
- Assist with updating the website and entering data into databases.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Three years of clerical and technical experience in the appropriate field or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Knowledge of and proficiency in the operation and use of personal computers utilizing word processing, accounting, spreadsheets and database management software programs (e.g., MS Office Suite, MS Word, MS Excel, MS Access and MS PowerPoint, etc.) and the Internet browser, websites and e-mail.
3. Ability to type accurately from clear copy. A word processing and/or spreadsheet skills assessment and a proofreading test may be given.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Fundraising experience and knowledge of basic accounting.
- A degree from an accredited college or university.
- Knowledge of:
 - Modern office practices procedures and equipment.
 - Basic arithmetical and accounting proficiency.
 - Basic research methods and techniques.
 - Internet research and functional user-level website maintenance.
- Ability to:
 - Prepare and maintain accurate and complete records and files.
 - Interpret and apply a variety of rules, regulations, statutes, policies and procedures relating to District operations.
 - Maintain confidentiality of information and materials.
 - Perform a variety of clerical and technical support duties related to public education administration.
 - Establish and maintain cooperative working relationships with coworkers, other staff, faculty and administrators.

Job Description: Staff Assistant/Chancellor's Office

- Exercise good judgment and discretion analyzing and resolving confidential, difficult and sensitive situations.
- Communicate effectively both orally and in writing.
- Operate modern office equipment.
- Take and transcribe meeting notes accurately.
- Work in a collaborative environment and function as a member of the Chancellor's Team.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: N/A