

PERALTA COMMUNITY COLLEGE DISTRICT - November 2008

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

**STAFF ASSISTANT/GENERAL COUNSEL AND RISK MANAGEMENT
(Confidential Salary Range 20)
Job Code: 964**

CLASS PURPOSE

Under general supervision, performs a variety of complex and difficult technical and clerical duties to provide direct administrative support for the General Counsel and Risk Manager.

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.

- Receive and screen visitors and telephone calls for the General Counsel and Risk Manager; refer callers and visitors to appropriate staff members and departments as appropriate; schedule appointments.
- Compose and prepare a variety of correspondence, memoranda, reports, charts, spreadsheets, presentations and other materials for the General Counsel and Risk Manager utilizing a variety of computer software, including word processing, spreadsheet, publishing, and presentation software programs. Enter, modify and retrieve data using a computer database.
- Prepare, maintain, audit and review documentation, logs, contracts, requisitions and other forms for accuracy, completeness, and conformance with applicable policies, procedures, rules and regulations.
- Assist the General Counsel and Risk Manager in the set-up, maintenance and tracking of budget records and reports, including budget books, purchasing and payment documents, coding and recording of timesheets and requisitions, preparation of budget transfers and corrections, and preparation of a variety of budget documentation. Work closely with vendors to resolve billing issues.
- Schedule and coordinate logistics for a variety of meetings. Compile information and materials for meeting agendas and follow-up activities. Take and transcribe meeting notes as assigned.
- Set up Workers' Compensation claim files, enter claim data, and serve as a liaison between supervisors, employees, occupational medical facilities, and the District WC claims administrator.
- Collect and maintain insurance renewal information, process certificates of insurance, and maintain safety, DMV, claim, training, emergency preparedness, and insurance documentation.

Job Description: Staff Assistant/General Counsel & Risk Management

- Schedule and coordinate logistics for a variety of training programs, including selection and coordination of training locations, enrolling staff in training activities, compiling training information, and providing logistical support to trainers.
- Schedule and coordinate logistics for ergonomic referrals, training, equipment purchase and installation.
- Serve as a liaison between the General Counsel and Risk Manager and other District or campus officials; exercise discretion, good judgment, tact and diplomacy in disseminating District and department information and documents.
- Perform basic research; collect and compile statistical, financial, demographic and other information for inclusion into special and periodic reports.
- Monitor and order office supplies.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Three (3) years of clerical and technical experience in general office work, or an equivalent combination of training, education and qualifying experience which demonstrates the knowledge, skills and abilities to perform the duties of the position.
2. Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management programs (MS Office Suite).
3. 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

- Ability to perform and complete difficult and responsible secretarial and clerical work with speed and accuracy; work cooperatively with others and meet the public with courtesy and tact; work efficiently in order to maintain the work flow even when experiencing frequent interruptions.
- Must be able to meet deadlines and work under pressure.
- Must have the ability to establish and maintain cooperative working relationships with those contacted during the course of work.
- Must demonstrate the ability to maintain confidentiality at all times, handle personnel matters effectively, and handle employee and public personnel inquiries with sensitivity, tact and diplomacy.
- Ability to type accurately from clear copy. A word processing and/or spreadsheet skills assessment may be given. A Personal Computer Skills Assessment Certificate from public agencies and business schools will be accepted in lieu of taking the District's personal computer skills assessment provided the certificate is not older than one (1) year from the date the certificate was issued.
- Must have experience in working with the budget and accounting processes.

Job Description: Staff Assistant/General Counsel & Risk Management

- Previous work experience in a public agency Risk Management department.
- Working knowledge of Risk Management services

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