

Administrative Specialist II
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=143884>

Downloaded On: Sep. 24, 2020 1:32pm

Posted Jul. 7, 2020, set to expire Nov. 3, 2020

Job Title	Administrative Specialist II
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Jul. 7, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/1946859
Apply By Email	
Job Description	

Administrative Specialist II

Position Number: 2013141051

Department: Honors Program

Job Category: Classified Unit A

Time (Percent Time): 65%

Term (months/year): 11 months/year

Current Work Schedule (days, hours): Monday - Thursday: 9:00 a.m. - 4:00 p.m.

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Salary Range: A-75

Salary: Steps 1 - 6: \$2,701 - \$3,447 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 12/01/2019

Initial Screening Date:

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled.

Applicants must submit all of the following materials online unless otherwise noted at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt.SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. Two letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes a minimum of \$10,946 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services (NBS).

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Note Salary and Health & Welfare Benefits are subject to change.

Basic Function/Overview:

DEFINITION

Under general supervision, performs a variety of journey-level administrative support duties that requires knowledge of the assigned division/department its policies, procedures, and/or operating details.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned managerial personnel. Exercises technical and functional direction over and provides training to student or hourly workers, and to less experienced administrative support staff, as assigned.

CLASS CHARACTERISTICS

The Administrative Specialist II classification is the second level in the Administrative Specialist series which is comprised of four (4) levels. Positions in the series are distinguished by reporting and working relationships, level of independence, supervision received and exercised, decision making, judgment, and minimum qualifications for employment consideration.

The Administrative Specialist II level typically perform a wide variety of journey-level administrative tasks requiring responsible administrative support work that is of a broader range and at a greater level of complexity, including working more independently and exercising a higher level of judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the area of assignment, program, or department. This class is distinguished from the Administrative Specialist III in that the latter performs more technical, specialized, and supportive tasks to the department.

Essential Duties/Major Responsibilities:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs a wide variety of journey-level administrative duties to support the program or department to which assigned, including collecting specialized student data for reporting to regulatory agencies; ensuring compliance with policies, procedures, and state and federal regulations; coordinating campus

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transportation, events, and/or facilities rentals; receiving, logging, scheduling, and distributing service requests and work orders; assisting with student accommodations; and assisting computer users with troubleshooting basic technical problems.

2. Assists with maintaining program or department budget tracking, and processing department requisitions. Follows up with vendors; assists in the development of contracts; prints and reviews invoices for accuracy.
3. Assists in coordinating the evaluation process for probationary, adjunct, and/or full-time faculty;
4. Assists in providing telephone and/or front counter support to students, parents, staff, faculty, and the general public as assigned; responds to moderately complex inquiries by explaining program requirements, departmental policies, procedures; and applies a moderate level of policy interpretation and independent judgment, or by referring the customer to the appropriate source; provides general information regarding the assigned program, department, or the College; distributes documents as requested and may assist students, visitors, and other customers in completing such documents; refers callers/visitors to appropriate departments or individuals.
5. Performs a wide variety of customer services duties, such as answering a variety of questions and responding to moderately difficult complaints; providing information regarding the College, department, information of the student or employee. Assisting in coordinating department or campus tours; assembling informational and orientation packets; making appointments with other department staff; and by referring visitors/callers to other programs, departments, off-campus services, other help agencies, and community groups, as appropriate.
6. Performs skilled word processing, data entry, and transcription using independent judgment and discretion in preparing correspondence, meeting minutes, and reports; checks drafts for, spelling, and grammar; makes or suggests corrections to drafts; inputs and retrieves data into various program, department, and/or College-wide software applications and database systems; maintains program and/or department-specific databases.
7. Copies, compares, or compiles data to produce monthly statistical reports for managers by checking data, making necessary corrections, and producing data in final form.
8. Researches records within areas of responsibility to prepare and provide follow-up information to customer and staff inquiries.
9. Gathers, assembles, updates, and distributes a variety of department-specific information,

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documents, forms, records, and data as requested; prepares and maintains a variety of databases and reports.

10. Responds to the public and staff inquiries regarding department and/or College policies, procedures, and timelines; explains and applies policies and procedures as required to ensure timeline compliance; monitors timelines; resolves problems of a moderate complexity within areas of responsibility.

11. Organizes and maintains various administrative, reference, imaging/scanning, and follow-up files; purges files in accordance with the records retention policy.

12. Processes and prepares a variety of documents, materials, and records according to established procedures and practices. Verifies and reviews forms and reports for completeness and conformance with established policies and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.

13. Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail; receives shipments; compares packing slips with received goods; matches invoices with packing slips to ensure accuracy; prepares outgoing mail and shipments.

14. Assists in planning and organizing program or department-related events, workshops, informational seminars, presentations, and related activities.

15. Assists with and maintains departmental schedules for a variety of functions such as faculty annual calendars and calendar of events.

16. Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, printers, facsimile machines, multi-line telephones, and audio/visual equipment; may operate other department-specific equipment.

17. May make arrangements for complex scheduling and reservations of College facilities for a variety of meetings, events, classes, and other purposes.

18. Participates on committees, task forces, and special assignments including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas, if needed.

Other Duties:

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Performs other related duties as assigned.

Knowledge Of:

1. Modern office administrative support practices and procedures, including the use of standard office and computer equipment.
2. Computer applications related to the work, including word processing, database, and spreadsheet applications.
3. Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned.
4. Principles and procedures of financial record keeping and reporting.
5. Principles and practices of data collection and report preparation.
6. Business letter writing and the standard format for reports and correspondence.
7. Business arithmetic and statistical techniques.
8. Record keeping principles and procedures.
9. Alphabetical and numerical filing methods.
10. English usage, spelling, vocabulary, grammar, and punctuation.
11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills and Abilities:

1. Perform responsible administrative support work with accuracy, speed, and general supervision.
2. Provide varied and responsible office administrative work requiring the use of tact and discretion.
3. Understand the organization and operation of the College and of outside agencies as necessary to

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assume assigned responsibilities.

4. Interpret and apply administrative and departmental policies and procedures.
5. Respond to and effectively prioritize multiple phone calls and other requests for service.
6. Compose correspondence and reports independently or from brief instructions.
7. Understand and carry out oral and written directions.
8. Make accurate arithmetic, financial, and statistical computations.
9. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
10. Establish and maintain a variety of filing, record-keeping, and tracking systems.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
12. Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of varied administrative

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support experience preferably involving some interaction with the public or two (2) years of experience equivalent to the Administrative Specialist I.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

A review of the applicants experience and qualifications will be conducted. Only applicants whom provide all required documents and who meet the minimum qualifications will be qualified to participate in the next step of the application process. An Examination Notification will be emailed inviting qualified applicants to attend the exam. The exam occurs approximately 1-2 weeks after the initial screening date. Applicants who do not receive the Examination Notification email will not be allowed to participate in the examination process.

Working Environment:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle to visit various College and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull

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drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

[url=http://www.mtsac.edu/safety/pdf/ASR_2017.pdf]Mt. SAC Annual Security Report 2017

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.



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TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=employment@mtsac.edu\]employment@mtsac.edu](mailto:employment@mtsac.edu).

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt. SAC Employment Website to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation



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must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [url=https://apptrkr.com/1946859]https://hrjobs.mtsac.edu/postings/7660

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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