

Administrative Assistant (SC/SHW - Substitute)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244940>

Downloaded On: Nov. 23, 2024 11:16pm

Posted Sep. 17, 2024, set to expire Jan. 28, 2025

**Job Title** Administrative Assistant (SC/SHW - Substitute)

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Sep. 17, 2024

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Classified Staff

**Academic** Administrative Support/Services  
**Field(s)**

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4660238/administrative-assistant-sc-shw-substitute>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested

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information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

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### **SUMMARY DESCRIPTION**

Under general supervision from the assigned administrator of record of a single-function program of moderate size, staff, budget, and complexity or the Dean of a large instructional, business, or student services program, performs general administrative, secretarial, and clerical assistance duties in support of assigned program and administrative, academic, and classified staff, students, and the public; OR may serve as secondary administrative support for a larger business, instructional, or student services division such as an instructional division office.

May receive technical training and work direction from an academic bargaining unit program supervisor, an executive assistant, or a higher-level administrative assistant.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from other levels of the Administrative Assistant series in that the Administrative Assistant is the intermediate-level classification of the series. Incumbents are assigned to perform a wide range of administrative support, secretarial, and clerical duties independently for a single-function program area or to provide secondary support to a large/complex business, instructional, or student services program. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and should be aware of the operating procedures and policies of the work unit upon completion of the probationary period.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Perform secretarial and administrative support duties for assigned administrator; relieve assigned administrator and other staff of a variety of clerical, technical, and administrative details.

Perform administrative support duties to assist the administrator in meeting reporting

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requirements, functional responsibilities, and research objectives; coordinate the office work of the administrator; develop schedules related to division/department activities and services; review, update, and inform the administrator and others of essential timelines; coordinate the flow of activities through the office in relation to priorities and schedules; assure the timely completion of work in accordance with established policies, procedures, and standards.

Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments.

Facilitate communications between assigned supervisor, other administrators, students, academic and classified staff, other offices, educational institutions, public agencies, and the general public; interact and relay information, questions, and decisions regarding administrator's area of assignment; prepare preliminary responses to correspondence for administrator's approval.

Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.

Assist supervisor in budget administration; track budget activity and resolve budget issues and problems; process and prepare time sheets for signature; post, monitor, and track invoices and other expenditures; process budget/expense transfers; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment.

Order office supplies and materials as directed; assure their timely receipt and storage; assure proper functioning of office equipment.

Answer telephones and respond to routine questions and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.

Train and provide work direction to assigned student workers, clerical assistants, and other staff as assigned.



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Establish and maintain complex, interrelated filing systems including confidential files; collect, compile, and record narrative, statistical, and financial data and other information; research and verify information as requested.

Type, format, proofread, duplicate, and distribute a wide variety of correspondence, reports, notices, schedules, lists, forms, and other materials according to established procedures, policies, and standards; type from rough draft, verbal instructions, or transcribing machine recordings; compose correspondence related to area of assignment.

Receive mail and identify and refer matters to the administrator in order of priority.

Utilize various computer applications and software packages; maintain and generate reports from a database or network system.

Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.

When assigned to an instructional division: may assist in the development of the schedule of classes; may participate in the process for the development of new courses/curriculum and/or program offerings and assist in keeping current programs up-to-date; may assist in coordinating the use of facilities assigned to the division; may assist with the process to audit and facilitate submission of grades and attendance records in accordance with guidelines and time schedules to meet established deadlines.

Perform related duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

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Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and procedures of business letter writing.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices and procedures of fiscal, statistical, and administrative record keeping.

Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Basic mathematical concepts.

Basic research methods and techniques.

Work organization and basic office management principles and practices.

English usage, grammar, spelling, punctuation, and vocabulary.

**Ability to:**

Learn and understand the organization and operation of the assigned division and/or department as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Perform a range of administrative, secretarial, and clerical duties involving the use of independent judgment and personal initiative.

Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

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Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.

Type or enter data at a speed necessary for successful job performance.

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Research, compile, analyze, and interpret data.

Prepare a variety of clear and concise administrative and financial records.

Implement and maintain filing systems.

Independently compose and prepare routine correspondence and memoranda.

Train and provide work direction to others.

Establish, review, and revise office work priorities.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work effectively with minimal supervision.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual

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orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college-level coursework or specialized training in business administration, secretarial science, or a related field.

#### **Experience:**

Two years of increasingly responsible secretarial and clerical experience preferably in an administrative office of a public agency or in an educational environment.

#### **License or Certificate:**

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting. Duties are typically



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performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

## Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

### Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1st through June 30th). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.**

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Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 15th of the first month to the 14th of the second month. NBU employees are paid on the 10th of the third month.

**Example:** For the following reporting period: September 15th through October 14th, the NBU employee will be paid on November 10th.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

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**Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.



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Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.



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The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

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

**Contact**