



Administrative Aide

Class Code:
AAI

Bargaining Unit: California School Employees Association

STATE CENTER COMMUNITY COLLEGE DISTRICT
Established Date: Jan 13, 1997
Revision Date: Apr 16, 2012

SALARY RANGE

\$21.47 - \$26.10 Hourly
\$3,720.75 - \$4,524.67 Monthly
\$44,649.00 - \$54,296.00 Annually

DEFINITION:

Under direction assists in the planning, organizing, and controlling of a variety of functional areas as well as performing specialized and difficult secretarial/clerical work.

EXAMPLES OF DUTIES / ESSENTIAL JOB FUNCTIONS:

Performs a wide variety of secretarial work including typing, proof-reading, checking, composing correspondence, recording information on records from general instructions utilizing word processing, spreadsheets and database software. Tracks budget expenditures and prepares reports. Operates a variety of office machines. Answers telephone, schedules and cancels appointments, takes and prepares minutes of meetings. Enters and retrieves data from computer system in appropriate format, including schedule of courses. Conducts research on problem areas and prepares reports. Initiates and coordinates procedural modifications. Assigns and reviews the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS / MINIMUM QUALIFICATIONS:

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Considerable experience performing administrative or difficult secretarial duties involving analytical and technical skills in an office environment.

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Ability to take and/or transcribe dictation and prepare minutes of meetings. Skill to employ mathematical techniques. Skills required to prepare and analyze budget, course schedule and faculty load reports. Ability to use complex computer applications in word processing, spreadsheets, databases, and communications software. Ability to enter and retrieve data from computer system in appropriate format. Ability to learn procedures connect with mission of department or service area. Ability to assign, monitor and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

PHYSICAL AND MENTAL DEMANDS:

WORKING CONDITIONS:

DISTINGUISHING CHARACTERISTICS:

This classification differs from others in the series in that incumbents possess extensive knowledge of a department or service area, understand the relationship of that department with others both inside and outside of the district, and assist in the formulation of department procedures. This classification may require some lead responsibilities.

CLASSIFICATION HISTORY:

Section 11 Page 28
Approved: January 13, 1997
Salary Range: 53
Revised by PC August 21, 2012

