

Under the direction of a Dean or Director, provide complex secretarial and administrative support to the head of a major division; plan, organize, coordinate and participate in clerical operations specific to the administrator's assigned areas of responsibility.

Organize and manage the day-to-day activities of the administrator's office to assure efficient and effective office operations; coordinate communications; perform complex duties to relieve the administrator of detail.

Assume responsibility for a variety of specialized functions and projects related to area of assignment as directed by assigned administrator.

Perform complex and responsible administrative assistance duties requiring specialized and extensive knowledge of an assigned area of educational administration.

Receive and transcribe dictation of letters and memoranda, including material of a confidential nature; prepare correspondence and memoranda independently or from oral instructions.

Type a wide variety of materials such as correspondence, reports, forms, applications, memoranda, letters of recommendation and other documents.

Serve as office manager and receptionist for the administrator; greet visitors and answer phones; order and maintain supplies; organize and establish filing and record-keeping systems; open, route and sort department mail.

Initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; schedule and confirm appointments and meetings and maintain administrator's calendar; arrange travel accommodations as necessary.

Provide information and answer questions from students, District personnel and the general public regarding District programs, policies, procedures and regulations.

Maintain a variety of complex files and records; maintain budget and other financial records; record expenditures, transfer funds and maintain current account balances.

Make decisions in accordance with laws and regulations and apply them to problem situations; receive and resolve complaints.

Compile information and data for reports and assist in the preparation of statistical and narrative reports; conduct research as required.

Inspect documents, forms, records and other materials for accuracy and completeness; process a variety of forms and documents according to established procedures; assure conformance to established guidelines and standards.

Prepare agenda items for meetings; take and transcribe minutes and distribute to appropriate personnel.

KNOWLEDGE OF: (continued)  
Telephone techniques and etiquette.  
Public relations techniques.

ABILITY TO: