

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Chancellor's Office Assistant

**Unit:** Confidential

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**Job Code:** L1500  
**Original Date:** 01/1991  
**Last Revision:** 02/2015  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 21

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### **DEFINITION**

Under the direction of the Executive Assistant to the Chancellor or the Chancellor, perform a wide variety of complex and responsible clerical, secretarial, and technical work; perform confidential duties related to sensitive issues of the Board of Trustees, Chancellor, and Chancellor's Cabinet; relieve the Executive Assistant to the Chancellor, the Board Office Supervisor, and Chancellor of clerical and routine administrative details and assist the Executive Assistant to the Chancellor and the Board Office Supervisor as assigned.

### **EXAMPLE OF DUTIES**

1. Perform detailed administrative work regarding documents and agreements. Prepare and type a variety of correspondence, agendas, memoranda, reports, and other materials; establish and maintain complex, interrelated filing systems in many formats including hard copy and electronic.
2. Establish and maintain positive staff and public relations; serve as liaison between the Chancellor's Office and District staff, the public, industry, and other contacts; receive and screen visitors and phone calls and refer to appropriate staff members; assist faculty, staff, and students with administrative problems.
3. Arrange and schedule a variety of appointments, meetings and conferences; maintain calendars; schedule travel for the Chancellor and Board members for District-related activities.
4. Operate a microcomputer using word processing, spreadsheet, and data base programs.
5. Take minutes of meetings as assigned and transcribe notes.
6. Monitor budget and submit recommendations for the budget development process.
7. Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.
8. Compose correspondence; report information in person or by telephone where judgment, common knowledge and interpretation of policies and regulations may be necessary.
9. Collect and compile statistical and financial data and other information for inclusion into special and periodic reports.
10. Receive, open and distribute mail; identify and refer matters to the appropriate manager/supervisor manager in order of priority.
11. Order and maintain office supplies.
12. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Basic math and accounting practices.
- District organization, policies and procedures, and rules and regulations.
- English usage, grammar, spelling, punctuation and vocabulary.
- Modern filing systems and practices.
- Modern office practices, procedures and equipment, including letter and report writing, receptionist and telephone techniques.

Oral and written communications skills.  
Record-keeping techniques.  
Rules, regulations, laws and policies governing the SDCCD and the meetings of the Board of Trustees.

Skills and Abilities:

Communicate effectively both orally and in writing.  
Compose correspondence and other documents independently.  
Deal with problematic people and situations.  
Establish and maintain effective working relationships with others.  
Exercise judgment and discretion in handling confidential and sensitive matters.  
Interpret and apply Board and District rules, policies and procedures.  
Maintain calendars and schedules.  
Maintain and prepare records and reports.  
Make simple arithmetic calculations.  
Meet schedules and timelines.  
Operate a variety of standard office equipment.  
Perform responsible and complex secretarial and clerical work with speed and accuracy.  
Plan and organize work.  
Type at 60 words per minute.  
Work cooperatively with people from diverse cultural backgrounds.  
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and four years of increasingly responsible secretarial experience including at least one year in an educational setting.

**WORKING CONDITIONS**

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office.