Position Description

TITLE: Administrative Assistant II

GRADE: 11C

HIRING RANGE: $34,835 - $37,984

Job Summary: *(Brief description of the overall purpose of the position.)*

Under the general supervision of a designated supervisor, the Administrative Assistant II serves as an assistant and performs customary clerical/technical duties in support of the business or College operations and management of an office. Duties are performed at a fully-operational level but with more complexity and/or confidentiality, using either established standard guidelines and/or procedural methods, or improvising solutions and alternatives.

Essential Duties/Job Scope: *(The primary and integral job tasks for which the position exists, and the extent or range of operations of those duties.)*

This position solves problems, applies guidelines and uses processes that are stated and defined, or determines solutions and actions exercising independent judgment and discretion. Activities are more complex and confidential and include responsibility for all clerical/technical aspects of a department or administrative office, including: document preparation and maintenance; coordination; scheduling; monitoring; communicating; serves as a resource to faculty, staff, and the general public regarding programs, activities and/or College policies and procedures.

Supervision Received:

This position receives general supervision from a designated supervisor.

Supervision Exercised:

This position may provide lead responsibilities clerical/technical positions.

Representative Duties/Responsibilities:

This position performs clerical/technical support duties which may include a variety of complex and/or confidential support activities. Illustrations of the work include, but are not limited to, any of the following: creates, prepares, maintains, and distributes documents and confidential material; serves as a resource to faculty, staff, and the general public regarding programs, activities and/or College policies and procedures; schedules appointments; arranges, coordinates, and provides staff support for meetings; takes, prepares, and distributes minutes; makes travel arrangements and reservations; monitors and tracks deadlines; prepares and/or assists in development of reports/publications; handles confidential issues; researches, gathers, assembles data and information; processes incoming and outgoing mail; responds to requests for information; maintains records and files; plans, organizes, implements, and/or assists with special projects, events, and activities; may assist with admissions, registrations, processing and maintenance of student records, bulletin/brochure information and course programming and scheduling; and performs other duties as assigned.

Note: Departments/Units/Campus sites may develop and maintain specific job duties for individual positions that are comparable to the Representative Duties/Responsibilities listed above. Consult with your supervisor or department head to determine if a list of duties exists for clerical/technical support personnel at your location.

Knowledge and Abilities:

Knowledge of: variety of standard administrative and business methods and procedures; standard Microsoft Office software, and familiarity with other automated systems software such as Access, Publisher, Photoshop, and Indesign.

Ability to: read, write, speak, and understand English well; operate variety of office equipment; proficient in computer applications, including word processing, spreadsheets and electronic mail; multi-task; meet deadlines; strong verbal, organizational, and interpersonal skills.

Training and Experience:

Bachelor's Degree from an accredited institution and 1 year related work experience; or, Associate's Degree or two-year college certificate, vocational school or technical program beyond high school, business college or similar training efforts and 2 years related work experience, or High School Diploma/GED and 3 years related work experience.

Special Conditions of Employment:

May require travel within the college district, altered work schedule and/or occasional evening/weekend hours. Successful completion of a background check is required for incumbents performing student registration and/or billing duties. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions:

This position may require constant sitting, occasional standing, walking and driving; occasional climbing, balancing, stooping, bending, squatting; frequent handling objects, pushing/pulling, and reaching with hand/arms; and constant finger movements; occasional lifting, carrying, pushing/pulling up to 25 lbs.; ordinary talking, hearing and vision capabilities; constant reading/comprehending, writing, communicating orally, reasoning/analyzing, and frequently performing calculations. Work is performed using a computer and standard office equipment, and occasionally specialized equipment such as a document binding machine.

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.