

**San Jose/Evergreen Community College District
Confidential Job Description**

Position: Administrative Assistant – Confidential

Department: Chancellor's Office

POSITION PURPOSE

Under general supervision, the Administrative Assistant – Confidential provides specialized administrative support and coordination functions within the Chancellor's Office; supports scheduling and coordinating meetings, making appointments, and coordinating travel arrangements; serves as a liaison between the Chancellor, Board of Trustees, Office Supervisor, other departments, staff, and internal and external stakeholders; monitors business transactions and maintains budget records for the Chancellor's Office; assists with planning and executing projects, preparing reports, conducting research and other confidential projects; maintains sensitive and confidential files and information related to personnel, collective bargaining and legal matters; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant – Confidential is distinguished from the Chancellor's Office Assistant – Confidential in that the former class provides the full range of confidential administrative and operational support in the Chancellor's Office requiring knowledge of District processes and procedures.

Incumbents assigned to the classification are exposed to sensitive collective bargaining information and materials during the negotiating process and are designated as a confidential classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Performs routine administrative support duties for the Chancellor's Office requiring frequent interaction with executive management and other administrative personnel and staff; assists the Office Supervisor with general operations of the Office; serves as a liaison with all levels of administration, faculty, and students.
2. Assists the Chancellor's Office Supervisor with maintaining calendars, screening and responding to requests for appointments, services and information; represents the District and the Vice Chancellor over the phone, in person and online.
3. Drafts a variety of routine letters and general correspondence within parameters set by Office Supervisor; prepares presentations, reports and graphic materials from limited information; reviews and proofs documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.
4. Assists with preparing and formatting reports and presentations to be presented to the Board of Trustees and to other executive-level groups including those used for developing budgets, collective bargaining strategies and in personnel matters; assists in ensuring compliance with Brown Act requirements including assembling and distributing agenda and packets; posts electronic materials to web page; may take and prepare meeting minutes; follows up on approved action items.
5. Initiates and maintains a variety of complex administrative, confidential and sensitive files and records including personnel transactions, performance evaluations, payroll, budget, production and cost records, and employee cost projections; performs data entry and maintains computer-

ized databases; assists in gathering data in response to Public Records Act requests within prescribed timeline.

6. Monitors multi-source budget accounts; prepares and produces information for budget development; provides supportive documentation for expenditures and verifies transaction and recording of activities for accuracy and conformance with policies and procedures; prepares and processes fund transfers; initiates correction of accounting entries with approval.
7. Receives, reconciles, and processes invoices for payment; performs minor budgetary and accounting duties related to tracking and initiating fund transfers; provides supportive documentation for purchases in accordance with established policies; tracks vendor payments to completion.
8. Assists with conducting special projects; researches, compiles and gathers data including collective bargaining data; processes contracts and other agreements and ensures all required documents are submitted; records, files and maintains copies of agreements.
9. Assists with arranging travel and lodging service for the Chancellor's Office; processes travel expense reports; assists with planning and implementing special events and meetings including gathering quotes for services, reserving meeting space, equipment and food, and ensuring space is appropriately provisioned; produces invitations, programs and other materials; may coordinate with and escort speakers and attendees.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques used in customer service, public relations and community outreach.
2. Principles and procedures of recordkeeping and reporting.
3. District payroll and general accounting systems operations, practices and procedures.
4. District policies, procedures and rules regarding budgeting, purchasing and travel/training and expense reporting.
5. Basic knowledge of open meeting laws governing official meetings including the Brown Act.
6. Federal, state and other applicable laws and regulations and District policies and procedures including applicable sections of the California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA).
7. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.

Skills and Abilities to:

1. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
2. Interpret, apply and explain administrative rules, regulations, policies and procedures.
3. Maintain confidential and administrative records and files.
4. Research and collect accurate and relevant data from multiple sources.
5. Assist in coordinating special events, meetings and administrative projects.

6. Understand, interpret, explain and apply applicable rules, regulations, policies and procedures, laws, codes and ordinances applicable to the assignment.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Graduation from high school or GED equivalent supplemented by specialized training or college-level course work.
2. Three years of increasingly responsible experience in an administrative support role.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025
Salary Range: C-90
EEO Category: 2B4 – Secretarial/Clerical