

# Open Position



*Position:* **Temporary Administrative Assistant**

*Employment starts:* March 1, 2012 – June 30, 2012

*Location:* CFT Sacramento Office

*Salary:* \$22.25 per hour

*Deadline to apply:* February 8, 2012

## **Job Summary**

The Administrative Assistant, under minimal supervision from the designated supervisor, performs routine secretarial duties as well as the more difficult clerical and paraprofessional duties in an administrative office. The Administrative Assistant performs a variety of tasks that require planning to meet deadlines. Tasks performed include processing reports and documents related to budgeting, contracts, scheduling, political campaigns and other centralized activities. The position requires both interpersonal and organizational skills.

## **Duties and Responsibilities:**

- Works with department staff and legal counsel to gather and compile organization, department and government reports and correspondence
- Processes expense reports for department staff
- Reviews forms and information submitted to the office for completeness, accuracy and conformance to applicable policies, procedures and practices
- Acts as a liaison with other CFT offices, members, outside organizations and elected officials
- Resolves problems and handles non-routine inquiries related to assigned work
- Maintains department calendar
- Plans, organizes, schedules, and coordinates events/projects from inception to completion including working with campaign committees and vendors who provide services
- Prepares reports, composes letters, flyers, memoranda, statistical summaries and other materials including, but not limited to specialized reports
- Maintains records, files and other confidential information
- Researches candidate information to compile data and prepare reports
- Coordinates the processing and/or production of documents
- Coordinates travel for department staff
- Staffs department associated committees as required
- Performs other related duties as required

## **Qualifications:**

- An associate of arts degree or its equivalent in office administration, business administration or a related field AND two (2) years of full-time clerical experience applying policies and procedures related to budgeting, contracts and scheduling or two (2) years' experience working in a political, or trade union or four (4) years' experience in a comparable position. College-level courses in office administration, business administration or related field are desirable.

- Ability to organize and coordinate major projects, through completion
- Vocabulary and proofreading skills
- Ability to critically review source data, detect and correct errors
- Advanced English, spelling, punctuation, grammatical, vocabulary and proofreading skills
- Ability to work effectively with employees, members and the public
- Ability to effectively communicate orally and in writing
- Advanced computer operating skills
- Ability to understand, interpret and apply rules, policies and procedures
- Interpersonal and problem-solving skills including the ability to provide leadership and technical assistance to others
- Keyboarding skill of 50 wpm
- Ability to organize, schedule work and follow instructions
- Ability to make non-routine decisions

**Physical Demands and Working Conditions:**

- Minimal standing related to photocopying and assembling materials
- Repetitive typing motion
- Occasional driving/running errands

**Essential Duties:**

- Coordinate and prioritize the work flow of the department
- Answer phones and take messages
- Operates contemporary office equipment
- Types and prepares reports utilizing work processing skills

*Application Procedure:*

Mail or fax a brief letter of application and a résumé with references to:

California Federation of Teachers  
1201 Marina Village Parkway, Suite 115  
Alameda, California 94501  
Telephone: (510) 523-5238  
Fax: (510) 523-5262  
Attention: Daniel Martin, Executive Director

**Note:** The successful candidate will be required to join the support staff union, OPEIU, after 30 days of employment or pay a service fee to the union for representation.

*The CFT is an equal opportunity affirmative action employer.*