

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY I

SUMMARY DESCRIPTION

Under the direction of an assigned supervisor, perform a variety of clerical, typing and secretarial duties.

DISTINGUISHING CHARACTERISTICS

The Administrative Secretary I classification reports to a classified Director or Associate Dean level. The Administrative Secretary II classification reports to a Dean level executive.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Serve as secretary to a Director, Associate Dean or designated classified manager, performing a variety of clerical and secretarial duties in support of an assigned service or operational area. **E**
2. Establish and maintain positive staff and public relations. **E**
3. Prepare and type a variety of correspondence, agendas, memoranda, reports and other materials; compose routine correspondence as required; take and transcribe dictation as required. **E**
4. Arrange, schedule and attend a variety of meetings as assigned; record and transcribe minutes; establish and maintain filing systems; maintain confidentiality of information as assigned. **E**
5. Coordinate activities of assigned office between the supervisor and staff, the public or other District or campus officials. **E**
6. Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulation. **E**
7. Answer requests for information by enclosing materials or sending form letters; process various forms and application materials for departmental classes and programs as necessary. **E**
8. Coordinate various activities applicable to the assigned office. **E**
9. Receive and distribute mail; identify and refer matters to the assigned supervisor in order of priority. **E**
10. Receive visitors, schedule appointments, maintain electronic calendar, screen visitors and phone calls and refer to appropriate staff members. **E**
11. Operate word processor and related equipment for the preparation and maintenance of a variety of complex documents, correspondence, reports and related materials. **E**
12. Collect and compile statistical and financial data and other information for inclusion into special and periodic reports and records; track and monitor budget expenditures as assigned. **E**
13. Operate a variety of office machines and equipment, including word processor, computer terminal, printer and duplicating equipment. **E**

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14. Provide assistance and information to students, staff and the public regarding assigned program or office; request information from students as necessary; conduct classroom presentations and assist in preparing workshops regarding assigned program as required. *E*
15. Provide information and assistance in person or by telephone where judgment, knowledge and interpretation of policies and regulations may be necessary.
16. Provide work direction and guidance to others as assigned.
17. Prepare governing board agenda items as needed.
18. Order and maintain office supplies according to established procedures.
19. Assist with travel arrangements as requested.
20. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, policies and rules of office to which assigned.
Basic operation and procedures of the on-line computer system.
Modern office practices, procedures and equipment.
Receptionist and telephone techniques.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
District organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Operation of department machines and equipment.

Ability to:

Perform secretarial and clerical work with speed and accuracy.
Type accurately at 50 words net per minute.
Learn to interpret, apply and explain specific rules, policies and procedures of the specific office or program to which assigned.
Operate a variety of standard office equipment including typewriter, calculator, dictation equipment and computer terminal.
Recommend and revise new office procedures.
Make arithmetic calculations.
Maintain records and prepare reports.
Understand and follow oral and written directions.
Meet schedules and time lines.
Provide work direction to others as assigned.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school including or supplemented by course work in secretarial science and three years of increasingly responsible clerical or secretarial experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.