



JOB TITLE: SECRETARY

Classification: Classified
Salary Range: 26

Retirement Type: PERS*
Board Approved: September 13, 2004

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of responsible secretarial and clerical support duties to assist with administrative details.

REPRESENTATIVE DUTIES:

Perform secretarial and clerical duties for assigned administrator and other staff, assist with a variety of clerical and routine duties.

Prepare and type reports, memoranda, correspondence, requisitions, work orders, purchase orders and other documents related to assigned functions; duplicate and distribute materials as appropriate.

Receive and screen visitors and phone calls; refer to appropriate staff members; take messages as necessary; receive, sort and route mail.

Coordinate communication with other District personnel, students, education institutions, vendors, outside organizations and the public.

Make appointments and maintain administrator's schedule and calendar; arrange travel accommodations, conferences and meetings as necessary.

Take and transcribe dictation if required at assigned work site, including some materials of a confidential or sensitive nature; take and transcribe minutes of meetings as required.

Provide information and assistance in person or on the telephone on a variety of department matters; respond to requests for information; compose routine correspondence and memoranda as required.

Establish and maintain a variety of records, logs and files related to assigned functions; obtain and provide information from records and files as requested, maintaining appropriate confidentiality.

Review and proof documents, records, applications and forms for accuracy, completeness and conformance to established departmental rules and regulations.

Prepare, process and review financial and statistical forms, reports, records and information; maintain accurate budget records as assigned.

Order and maintain office supplies; prepare and process purchase requisitions according to approved procedures; schedule maintenance and repair of equipment.

Operate a variety of office machines and equipment including computer, calculator, typewriter, word processor and copier.

Train and provide work direction to student workers and clerical personnel as assigned.

Perform related duties as assigned.

JOB QUALIFICATIONS:Education and Experience:

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

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic functions of assigned department or program.

Telephone techniques and etiquette.

Operation of a computer terminal and data entry skills.

Abilities/Skills:

Perform responsible secretarial and clerical work with speed and accuracy.

Type at 60 words net per minute from clear copy.

Learn and apply the rules and regulations of the department or program to which assigned.

Learn and apply District policies, rules and regulations.

Operate a variety of office equipment such as typewriter, computer terminal, calculator, word processor and copier.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Train and provide work direction to others.

Maintain records, logs and files.

Communicate effectively both orally and in writing.

Assemble data and prepare reports.

Licenses or Other Requirements:

Some positions in this class may require a valid California driver's license.

WORKING CONDITIONS:**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Typical office setting.

Extensive computer work

Long periods of standing and sitting.

Ability to carry up to 25 lbs.

Ability to move from one work area to another as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.