Secretary, Senior-CACT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex, varied and technical secretarial and clerical support services to assist and relieve the assigned supervisor with administrative details; organize office activities and coordinate flow of communications for the assigned supervisor.

DISTINGUISHING CHARACTERISTICS:

The Senior Secretary performs duties as primary secretarial support of a major program. Duties include office management, correspondence and overall direction of the clerical and secretarial support to the office.

REPRESENTATIVE DUTIES:

1. Perform a variety of complex, varied and technical secretarial and clerical duties to assist and relieve an assigned supervisor with administrative details; organize office activities and coordinate flow of communications for assigned supervisor.

2. Research and compile a variety of information; compute statistical information for various federal, State and District reports as assigned; process and evaluate a variety of forms related to assigned area.

3. Receive visitors, including administrators, and provide information or direct to appropriate personnel; provide information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.

4. Assure timely communications between assigned office and District employees; make phone calls to receive and transmit information; resolve problems as appropriate.

5. Type a variety of materials including inter-office communications, applications, requisitions, forms, letters, and other materials; establish and maintain files.

6. Schedule and prepare materials for a variety of meetings; prepare and send out notices of meetings; maintain appointment calendar; make travel arrangements as necessary; attend meetings as assigned.

7. Maintain a variety of complex records, lists, files and records.

8. Order and maintain supplies and materials; prepare purchase requisitions.

9. Receive, open, sort, screen and distribute incoming mail; compose correspondence independently or from oral direction for supervisor’s review.

10. Operate a computer and a variety of office equipment as assigned.

11. Train and provide work direction to other clerical staff and student employees.

12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:

1. Department or division rules and programs.
2. Applicable laws, rules and regulations related to assigned activities.
3. Modern office practices, procedures and equipment.
4. Telephone techniques and etiquette.
5. Record-keeping techniques and alpha and numeric filing systems.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.
7. Interpersonal skills using tact, patience and courtesy.
8. Methods of collecting and organizing data and information.
9. Operation of a computer and assigned software.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Perform complex, varied and technical secretarial and clerical support services to assist and relieve the assigned supervisor with administrative details.
3. Work independently with little direction.
4. Type at an acceptable rate of speed.
5. Compose independently or from oral instructions letters, memos, bulletins or other material.
6. Establish and maintain cooperative and effective working relationships with others.
7. Read, interpret, apply and explain rules, regulations, policies and procedures.
8. Operate a computer and other office equipment.
9. Type at 55 words net per minute from clear copy.
10. Maintain a variety of filing systems.
11. Maintain records and prepare reports.
12. Meet schedules and time lines.
13. Plan and organize work.
14. Communicate effectively both orally and in writing.
15. Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Course work in secretarial science and four years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.
2. Constant interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.
4. Bending at the waist, kneeling or crouching to file materials.
5. Sitting for extended periods of time.

DATE APPROVED: MARCH 1, 1999
RANGE: N-41
EEO-CATEGORY: H-40