BASIC FUNCTION:

Under the direction of an assigned supervisor of a small function or program, perform a wide variety of secretarial and clerical duties in support of an assigned department or function.

DISTINGUISHING CHARACTERISTICS:

The Secretary performs duties as primary secretarial support of a small program. Duties include office management, correspondence and overall clerical and secretarial support. 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 secretarial duties and assist the supervisor with a variety of clerical, secretarial and routine administrative duties; facilitate communications and coordinate activities between the supervisor, staff, public and other personnel; establish and maintain positive staff and public relations.

2. Review documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; compose routine correspondence independently or from oral instructions; compile data for reports as requested.

3. Assist in monitoring budget expenditures and transfers, and maintaining financial records as assigned; maintain current account balances as assigned.

4. Order and maintain office supplies and other materials.

5. Communicate information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary.

6. Receive, open and distribute mail; receive visitors, answer telephone calls and refer to appropriate staff members; receive and route information and requests for services.

7. Type a variety of memoranda, reports and other materials.

8. Arrange and schedule a variety of meetings, appointments and conferences; prepare materials for meetings as assigned.

9. Operate a variety of office machines and equipment including a computer, typewriter, copier, calculator and other equipment.

10. Attend a variety of meetings as assigned.

11. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
1. Operations, procedures and methods of office to which assigned.
2. Modern office practices, procedures and equipment.
3. Record-keeping techniques and alpha and numeric filing systems.
4. Correct English usage, grammar, spelling, punctuation and vocabulary.
5. Interpersonal skills using tact, patience and courtesy.
6. Receptionist and telephone techniques.
7. Software programs such as word processing and spreadsheet.

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 a wide variety of secretarial and clerical duties in support of an assigned department or function.
3. Assemble diverse data for the preparation of reports.
4. Maintain complex and varied files and records.
5. Type at 50 words net per minute from clear copy.
6. Interpret and apply specific rules, policies and procedures of the department or function to which assigned.
7. Operate a variety of office machines and equipment, including a computer, calculator, copier and other equipment.
8. Utilize various word processing and database software.
9. Establish and maintain cooperative and effective working relationships with others.
10. Communicate effectively both orally and in writing.
11. Meet schedules and time lines.
12. Prepare reports, correspondence and related materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Two years secretarial or clerical 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-37
EEO-CATEGORY: H-40