

Position: Administrative Secretary	Salary Grade: 16
Department: As Assigned	FLSA: Non-exempt

Summary

Performs a variety of highly specialized and responsible secretarial and administrative support duties in support of an instructional or administrative division having multiple departments or a single function of similar scope of service. Work activities include but are not limited to taking and transcribing of complex dictation, development and administration of office work flow systems, independent research, assistance in budget development and monitoring, general record keeping, and coordination of programs and projects that involve other work teams and departments.

Essential Duties and Responsibilities

- Performs technical and complex secretarial and administrative duties involving the use of independent judgment and an understanding of departmental functions and procedures. Serves as a liaison between the assigned administrator and faculty, staff, students, and the public.
- Maintains budget records and files. Prepares and inputs accounting forms such as requisitions, warehouse requests, budget and staffing requests. Receives periodic printouts of financial activity and prepares summary reports. Assists in the budget development process by gathering and compiling required information.
- Takes and transcribes dictation, and composes complex documents from rough drafts or verbal instructions using modern word processing software. Independently composes and distributes common correspondence and routine forms.
- Receives walk-in guests and telephone inquiries from a variety of individuals. Initiates and receives telephone calls, providing information on District programs, policies, procedures, and regulations and resolves matters by interpreting and applying rules and regulations. Refers complex or sensitive matters and/or routes calls to an administrator.
- Evaluates existing intra-office workflow and recommends new or revisions to current procedures, processes, forms, and time lines to make an office function more efficiently.
- Coordinates and schedules departmental and committee meetings as directed. Prepares schedules and informs participants, confirming dates and times. Attends, records, transcribes, and distributes minutes of proceedings.
- Makes travel arrangements as directed.
- Maintains committee records, assists in the preparation of departmental reports by gathering and summarizing information from a variety of sources.

- Coordinates the documentation and word processing of performance evaluations. Tracks work-in-progress to assure timely completion of reviews.
- Performs administrative duties and coordinates aspects of special projects, programs, or events involving multiple departments and/or locations. Assists with presentations.
- Prepares technical reports such as those related to committee proceedings, program compliance, etc., using databases or spreadsheets to support work. Maintains up-to-date records of information to support reports. Creates, edits, and distributes for review, reports used for internal and external purposes.
- Inputs information into relational databases as required. Updates information and maintains data files. Accesses relational databases for business and education support to extract information and reports supporting research and special requests.
- Assists in the preparation and maintenance of course schedules, descriptions, facility use, and curriculum forms by securing information from administrators and faculty.
- Prepares, assembles, maintains and updates calendars, schedules, lists, manuals, directories, and handbooks for distribution and use by others.
- Receives, prepares, handles and stores confidential information pertaining to students, the College, or assigned department. Maintains confidentiality.
- Requests, receives, and maintains an inventory of office supplies and materials.
- May participate in hiring and providing training and work guidance to student workers and volunteers.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping. Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, and database software used in education. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation, proofreading/editing, to prepare professional correspondence. Requires business mathematics skills to compute sums and statistics. Must be skilled in using and troubleshooting various standard office machines. Requires sufficient human relations skills to convey technical information to others and patience in dealing with a diverse population.

- **Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively and in an open environment with interruptions and distractions. Must be able to perform office and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology to relieve an administrator of a variety of administrative detail. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with instructors, staff, students, and the public using patience and courtesy. Requires the ability to maintain confidentiality of private and sensitive information. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires sufficient ambulatory ability to lift and reach light-weight work materials. Requires sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate (55 w.p.m.). Requires sufficient visual acuity to recognize words letters and numbers. Requires sufficient auditory ability to carry on conversations with individuals and small groups, both in person and on the phone.

- **Education and Experience**

The position requires a High School diploma plus a minimum of one year of post-secondary course work in secretarial science or a related area and 4 years of progressively responsible experience. Additional experience may substitute for education.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 07/10/03