

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY

BASIC FUNCTION:

Under the direction of a Dean or Director, provide complex secretarial and administrative support to the head of a major division; plan, organize, coordinate and participate in clerical operations specific to the administrator's assigned areas of responsibility.

REPRESENTATIVE DUTIES:

Organize and manage the day-to-day activities of the administrator's office to assure efficient and effective office operations; coordinate communications; perform complex duties to relieve the administrator of detail.

Assume responsibility for a variety of specialized functions and projects related to area of assignment as directed by assigned administrator.

Perform complex and responsible administrative assistance duties requiring specialized and extensive knowledge of an assigned area of educational administration.

Receive and transcribe dictation of letters and memoranda, including material of a confidential nature; prepare correspondence and memoranda independently or from oral instructions.

Type a wide variety of materials such as correspondence, reports, forms, applications, memoranda, letters of recommendation and other documents.

Serve as office manager and receptionist for the administrator; greet visitors and answer phones; order and maintain supplies; organize and establish filing and record-keeping systems; open, route and sort department mail.

Initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; schedule and confirm appointments and meetings and maintain administrator's calendar; arrange travel accommodations as necessary.

Provide information and answer questions from students, District personnel and the general public regarding District programs, policies, procedures and regulations.

Maintain a variety of complex files and records; maintain budget and other financial records; record expenditures, transfer funds and maintain current account balances.

June 1999

Make decisions in accordance with laws and regulations and apply them to problem situations; receive and resolve complaints.

Compile information and data for reports and assist in the preparation of statistical and narrative reports; conduct research as required.

Inspect documents, forms, records and other materials for accuracy and completeness; process a variety of forms and documents according to established procedures; assure conformance to established guidelines and standards.

Prepare agenda items for meetings; take and transcribe minutes and distribute to appropriate personnel.

Maintain confidentiality of records and information, including information regarding Board, District, personnel, student or controversial matters.

Compose correspondence independently; determine appropriate format and presentation; develop and revise forms.

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

Operate a variety of office equipment including microcomputer, calculator, copy machine, facsimile machine and dictation equipment; input and retrieve computerized data.

Train and provide work direction and guidance to others as assigned; coordinate office workflow to assure the proper and timely completion of work.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

Record-keeping techniques.

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

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

KNOWLEDGE OF: (continued)

Telephone techniques and etiquette.
Public relations techniques.

ABILITY TO:

Learn quickly the organization, policies and procedures of an assigned area of education administration.

Plan, organize, coordinate and participate in clerical operations specific to the administrator's assigned areas of responsible.

Interpret, apply and explain rules, regulations, policies and procedures.

Operate an electronic keyboard at 60 words net per minute from clear copy.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Work confidentially with discretion.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Complete work with many interruptions.

Operate a variety of office equipment such as microcomputers, calculators, copiers, facsimile machine.

Make arrangements for meetings and conferences.

Train and provide work direction to others.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science and three years increasingly responsible secretarial and clerical experience, preferably including experience in an educational setting.

WORKING CONDITIONS: Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to frequent interruptions and contact in person and on the telephone with students, academic and classified staff and the public and noise from office equipment operation.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate a keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, see clearly to read fine print, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds.