

Position Description

Administrative Secretary I

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Department/Site

FLSANon-Exempt

Evaluated by

Salary Range31

Summary

Performs a variety of specialized secretarial and administrative support duties, including (but not limited to) transcribing of complex, specialized, or technical notes, composing of original documents, development and administration of office routines and systems, independent research, processing of financial transactions and payroll information, and reception.

Essential Duties and Responsibilities

- Performs secretarial and clerical duties involving application of learning from prior experience, a working knowledge of the special terminology of the function to which assigned, basic understanding of the functions and procedures of other departments, and the use of judgment and an understanding of departmental functions and procedures.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and college. Receives questions and concerns from faculty and students, interprets and conveys policies and procedures, and refers difficult or sensitive matters to the appropriate source.
- Provides assistance to schedule planning and other business cycle processes. Compiles and may edit information for course descriptions. Forwards information to other departments.
- Types from rough drafts or verbal instructions a variety of materials such as letters, memoranda, recurring reports, and statistical data. Composes routine correspondence and forms as necessary. May transcribe dictation.
- Performs receptionist duties. Receives and screens visitors and telephone calls, referring to others as appropriate. Takes and forwards messages.
- Arranges miscellaneous meetings. Prepares schedules and informs participants, confirming dates and times. May make hotel and travel reservations.
- Inputs information onto relational databases. Updates information and maintains data files. Accesses relational databases for business and education support to extract information and standardized reports.
- May input class schedules into Banner.
- Compiles information from existing information systems and resources for reports. Organizes information to fit into requested formats. Prepares and maintains regularly required reports with established forms used by internal staff and external agencies.
- Performs special projects. Assists with research of libraries, business transactions, meeting recollections, employee and student records, etc., to compile reports for administration or to regulatory or governing agencies.
- Receives, handles and stores confidential information pertaining to the District or assigned division. Maintains confidentiality of private and sensitive information.
- Assists with purchasing processes for departmental materials and textbooks but preparing and monitoring purchase order status. May monitor departmental budgets to support a manager or administrator.
- May take notes, and maintains records of the proceedings from routine departmental meetings.

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- May provide training and work guidance to student workers or other support staff.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- Knowledge and Skills

- Requires a well-developed working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires basic math skills sufficient to do sums, products, quotients, percentages and ratios.
- Requires a working knowledge of and skill in using various standard office machines, including personal computers with word processing, spreadsheet, and presentation graphics applications.
- Requires knowledge of and skill in using data entry screens for inputting and extracting information from databases.
- Requires sufficient math skills to perform financial and statistical recordkeeping.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Requires sufficient human relations skill to work with a diverse population, exercise patience when dealing with internal and external customers, and convey technical concepts.

- Abilities

- Requires the ability to independently perform all of the duties of the position.
- Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections.
- 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 or manager of certain administrative details.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to communicate with students, staff, and the public using courtesy, and in a manner that reflects positively on the department and the District.
- May require the ability to perform work assignments at all District locations.

Physical Abilities

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires sufficient visual acuity to read printed material.
- Requires speech and hearing ability to carry on conversations in person and over the phone.
- Requires the ability to reach and pull materials from files and shelves.
- Requires sufficient hearing and speech ability for personal and telephone conversations and to hear sound prompts from equipment.
- Requires sufficient hand-eye and finger dexterity to write, use a keyboard at an advanced rate (55-wpm) and mouse or other pointing device.
- Requires the ability to reach (from low, level, and overhead) to file, access files, and move supplies and equipment in and out of storage areas.

Education and Experience

- A high school diploma, or the equivalent, and four years of secretarial experience.

Licenses and Certificates

- May require a valid California driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.