

ADMINISTRATIVE SECRETARY

CLASS SUMMARY

Under administrative direction – performs secretarial duties and a variety of specialized word processing; organizes office activities, files, and records; coordinates communications for an administrative office; and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Performs secretarial duties such as receiving visitors and incoming calls; schedules meetings and appointments; performs varied and specialized document preparation, including letters, memos, reports, requisitions, and statistical materials; prepares materials in good format for reproduction; prepares confidential materials; may compose standard letters from general instructions; operates office machines and equipment, such as calculators, fax machines, photocopying and personal computers; posts data and information to files and records accurately; checks documents for completeness, accuracy, and conformance to proper procedure.

Organizes office activities including filing systems, record-keeping systems, schedules and calendars; may train, lead and coordinate the work of clerical assistants; compiles data and information from files and records.

Coordinates office communications; keeps administrator(s) informed; receives telephone calls, takes messages, and relays information accurately; orders and issues office supplies; schedules appointments; receives and distributes mail, maintains departmental budget and monitors expenditures.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to administrators in offices responsible for major activities in instructional or support areas.

This class differs from Executive Secretary in that office responsibilities are for activity areas, rather than major line and staff functions for the District and/or College.

ADMINISTRATIVE SECRETARY (cont'd)

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of education and experience equivalent to one year of college level training in office management or a similar field and three years of responsible office experience including one year of experience equivalent to an Administrative Clerk in this District/College.

Knowledge and Abilities

Thorough Knowledge of: English, grammar, spelling, and punctuation.

Good Knowledge of: filing and filing systems; record-keeping and records systems; arithmetic; modern office methods, procedures, terms and equipment.

Knowledge of: the principles and practices of supervision and training.

Ability to: make arithmetic calculations rapidly and accurately; operate office equipment including personal computers and a variety of word processing/business applications; read and understand technical rules, regulations, policies, and materials; lay out and perform clerical work, involving judgment, maturity and accuracy; establish and maintain effective relationships with instructors, students, and others; train and lead part-time student helpers and clerical staff.

Skills: Must complete keyboarding, proofreading, letter set up, secretarial and software skills evaluation. Screen committee will use results as one of the selection criteria.