POSITION PURPOSE

The Administrative Secretary performs specialized, responsible secretarial work under general supervision, operating within a framework of established procedures. This position relieves supervisor of administrative and office details, and performs related duties as required.

NATURE AND SCOPE

The Administrative Secretary may supervise other clerical and hourly support staff.

The Administrative Secretary is responsible for ordering supplies and small equipment, scheduling and assigning the work of lower level staff, routing requests for information to appropriate parties, interpreting technical questions or regulations in absence of supervisor, screening calls, and prioritizing work load. Other decisions, such as budget expenditures, resolving student conflicts or disciplinary matters, changes in established policies and procedures, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Provides information in response to questions from various departments, students, faculty, and public requiring judgment, knowledge, interpretation of policies, procedures and regulations; routes to appropriate parties if outside area of knowledge.
2. Composes correspondence and memos from verbal instruction or notes; responds to mailed correspondence under general supervision.
3. Prepares reports and presentations, determining appropriate format.
4. Inputs data into computer mainframe e.g., class curriculum, schedules, student and faculty information; develops special statistical reports based on information.
5. Maintains a complex system of interrelated file and records; updates information as required.
6. Schedules meetings, arranges travel and appointments, and maintains calendars.
7. Screens telephone calls and visitors; takes and disseminates messages.
8. Assures timely distribution of reports, agendas, minutes and reports; collects, compiles and disseminates materials.
9. Attends various departmental meetings as appropriate.
10. Opens, sorts, and routes mail.
11. Performs related duties as required.
EMPLOYMENT STANDARDS

Knowledge:
Knowledge of District policies and procedures
Modern office practices and procedures
Computer literacy; various software applications e.g., Microsoft Office and WordPerfect

Skills and Abilities:
Typing 45-60 wpm
Dictation 80 wpm
Strong basic mathematical abilities
Operate a variety of specialized office equipment i.e., copiers, fax machine
Excellent written and oral communication
Excellent interpersonal skills
Professional telephone skills
Ability to work independently
Management, organizational and supervisory skills

Education and Experience:
H.S. degree; A.A. in business, secretarial science or related field preferred
2-4 years administrative secretarial experience
Previous experience in a community college preferred
Experience in managing office and administrative support

Working Conditions:
Typical office environment