

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY I

BASIC FUNCTION:

Under the direction of a Dean or assigned Director, perform responsible secretarial and administrative support involving the coordination of diverse functions into a cohesive program(s) or service(s).

DISTINGUISHING CHARACTERISTICS:

The Administrative Secretary I provides primary secretarial and administrative support for a Dean, or a Director-level manager. The Administrative Secretary II classification performs a broad range of primary secretarial and administrative assistance responsibilities for a Dean, relative to a Division.

REPRESENTATIVE DUTIES:

Complete complex documents that are imperative to the successful delivery of services or programs in the area of Instructional, Student Services, or Administration (E)

Maintain complex record-keeping systems and schedules; assist instructional and/or student services staff in developing and coordinating class or program schedules. (E)

Process a variety of documents relating to personnel, budgeting and curriculum requirements related to an assigned program. (E)

Coordinate specific activities and events of assigned office and arrange for ancillary services such as program registration, classes, seminars, conferences and fund-raising events as assigned. (E)

Organize office systems; contribute to the development of office policies and procedures. (E)

Operate a computer and information systems related to assigned program for input and retrieval of information. (E)

Type, edit and format a variety of documents; compose correspondence from general instructions. (E)

Maintain a variety of logs, files and records; control the release of sensitive information to authorized personnel. (E)

Coordinate between supervisor, program, instructional unit and various groups such as other college staff, students or community groups. (E)

Maintain calendars, schedule appointments, arrange meetings and make travel arrangements. (E)

Maintain and audit financial records related to assigned office, monitor budgets and collect and account for money, disburse checks and assist in budget preparation as assigned. (E)

Prepare reports, Board items, budgets and grant proposals; collect data and provide research assistance for various studies and reports. (E)

Sort and distribute mail; answer telephones; screen and route calls and visitors; provide information to staff, students and the public regarding programs and functions of assigned office. (E)

Provide support to faculty or counselors including preparation of book orders, time sheets, orientations, reports, problem-solving and other support as needed. (E)

Maintain updated knowledge and records of regulations and requirements applicable to assigned office; monitor transactions, programs and services to assure compliance.

Use a variety of office equipment including computer terminal, personal computer, printer, calculator and copy machines.

Train and coordinate the work of clerical and student employees as assigned.

Perform related duties as assigned.

KNOWLEDGE OF:

Specific assigned program area such as procedures, laws, policies and regulations.

Telephone techniques and etiquette.

Operation of a computer terminal and data entry techniques.

Oral and written communication skills.

Principles of training and providing work direction.

Basic budgeting practices regarding monitoring and control.

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

Modern office practices, procedures and equipment.

Record-keeping techniques.

ABILITY TO:

Coordinate program efforts with related outside agencies. (1st responder notifications)

Utilize program related systems including communication systems and information systems (CLETS, 2-way radio etc.)

Maintain financial and statistical records.

Answer telephones and greet the public courteously; work with the public in a professional and courteous manner.

Operate office machines including a computer and applicable software.

Type at 55 words net per minute from clear copy.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with District employees, external contact and the public.

Add, subtract, multiply and divide quickly and accurately.

Maintain records and prepare reports.

Operate a computer terminal to enter data, maintain records and generate reports.

Train and provide work direction to others.

Learn District and specific program organization, operations, policies and objectives.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

Plan and organize work.

Understand and follow oral and written instructions.

Laws, rules and regulations related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in secretarial science and three years responsible secretarial or clerical experience.

ENVIRONMENT:

Office environment.

Constant interruptions.

Hours may vary depending on assignment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

Seeing to read.