

Range:	35
Hours/Day:	8
Hours/Week:	40
Months/Year:	12

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Administrative Secretary II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of advanced secretarial and office support functions in support of the day-to-day operations, programs, and procedures related to the assigned responsibilities of a senior level administrator in the District; to plan, organize, and coordinate the processing of information and office work through assigned office; and to relieve assigned senior level administrator of routine administrative details not requiring his/her immediate attention. Employees in this classification may direct, oversee, coordinate, and review the work of student assistants and other office support staff. This job class provides advanced office support functions requiring the use of initiative, organizational and problem solving skills, and independent judgment in the organization, coordination, and processing of work and information through assigned office. This class is distinguished from others in the secretarial series by assignment to an Associate Vice President. This job class functions at an advanced journey level of classification requiring a thorough knowledge of District policies, procedures, and regulations as applied to specific area of assignment.

SUPERVISOR: Associate Vice President or designee

TYPICAL DUTIES

- Exercises independent judgment; relieves a senior level administrator of actions not requiring his/her immediate attention.
- Serves as liaison between assigned office and those divisions/departments reporting to it.
- Performs varied and responsible secretarial duties to assist in the coordination and processing of routine administrative operations.
- Organizes, plans, prioritizes, and processes work through the office.
- Uses a computer to coordinate the typing, checking, compiling, and recording of a variety of data/information within assigned office.
- Prepares a wide variety of material such as inter office communications, promotional materials, brochures, requisitions, forms, letters, reports, statistics, special projects, instructional materials, specifications, etc. from rough draft or verbal instructions and independently composes correspondence.

- Provides input and recommendations regarding office support budget.
- Keeps computerized records of expenditures maintaining and monitoring office and special programs, budget accounts, records, and running balances, performing necessary arithmetical computations.
- Maintains and monitors budgetary records and departmental/office personnel records; orders supplies and processes purchase orders, as needed.
- Compiles and prepares information for budget development purposes.
- Acts as an information source regarding operational policies, procedures, and requirements; receiving and interviewing callers and providing information where judgment, knowledge, and interpretation of established procedures/policies are required.
- Arranges, attends, and schedules a variety of meetings; notifying participants, confirming dates and times, reserving meeting sites, and preparing needed materials.
- Attends meetings, takes minutes, transcribes, and distributes minutes to appropriate staff/personnel; follows up on minutes of meetings as required.
- Receives, handles, and processes confidential information ensuring that security and strict rules of confidentiality are maintained.
- Maintains accurate and detailed calendar of events, due dates, and schedules as they relate to assigned program(s) and services.
- Prepares reports from data compiled and records kept.
- Establishes and maintains a variety of office records, logs, and filing systems pertaining to assigned area(s) of responsibility.
- Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.
- Receives, sorts and distributes outgoing and incoming mail, prioritizing and designating appropriate response whenever possible and/or responding to correspondence as directed.
- Makes travel arrangements for assigned administrator(s).
- Develops or assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information for specialized programs and functions within assigned unit.
- Performs special reports or researches issues as requested.
- May interview, train, and oversee the work of others in a lead capacity.

- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- proper office methods, techniques, and procedures including filing systems, business correspondence, receptionist techniques, and report writing and telephone techniques.
- Business English including proper grammar, punctuation, vocabulary, and spelling
- general accounting principles
- word processing and computer software applications

Ability to:

- learn the operations, procedures, policies, and requirements of assigned office and apply them with good judgment in a variety of procedural situations
- learn, interpret, and successfully apply established rules, procedures, and policies with good judgment while independently carrying out a variety of technical and routine administrative procedures
- understand and carry out a variety of oral and written instructions independently.
- prioritize, direct, and coordinate workflow among clerical support staff within assigned office
- type accurately at 65 words per minute
- notes/minutes and accurately transcribe them
- perform mathematical calculations accurately
- develop and maintain a variety of computerized records and filing systems
- independently compose routine correspondence and prepare reports
- coordinate activities and details and maintain effective schedules of events
- prioritize and appropriately schedule work load or tasks to meet established deadline
- compile and maintain the security of confidential information
- operate a variety of standard office equipment such as calculator, copier, computer, printer, and fax
- effectively and tactfully communicate in both oral and written form

- establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE

- Associate in Arts Degree or equivalent. Responsible secretarial experience may be substituted on a year-to-year basis.
- Four years of increasingly responsible secretarial experience. Two years of secretarial experience in a community college preferred; college training in office administration subjects may be substituted on a year-to-year basis.