



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Administrative Secretary I	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input checked="" type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	C17	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	As assigned	

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 administrator/manager; to plan, organize, and coordinate the processing of information and office work through assigned offices; and to relieve assigned senior administrator/manager of routine administrative details not requiring his/her immediate attention. Employees in this classification receive limited supervision within a broad framework of policies and procedures. 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 secretarial and 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 the assigned office. This class is distinguished from the others in the secretarial series by its Confidential employee designation. 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.

TYPICAL DUTIES

- Exercises independent judgment; relieves senior administrator/manager of minor administrative details.
- 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.
- Prepares a wide variety of material such as interoffice communications, promotional materials, brochures, requisitions, forms, letters, reports, statistics, specifications, etc. from rough draft or verbal instructions and independently composes correspondence.
- Receives, gathers, and prepares information and materials which may be of a technical or confidential nature.

POSITION DESCRIPTION

POSITION TITLE: ADMINISTRATIVE SECRETARY I (CONFIDENTIAL)

- Assists in developing collective bargaining proposals.
- Serves as technical support during negotiation sessions.
- May be invited to participate in management caucuses; may be assigned to serve as a District team member for collective bargaining.
- Prepares written collective bargaining language, memorandums of understanding, and other confidential correspondence.
- Researches, calculates, and compiles costs and other information that may be used in collective bargaining.
- Provides input and recommendations regarding office support budget.
- Keeps records of expenditures, budget accounts, and running balances for activities; gathers data for payroll purposes; and performs necessary arithmetical computations.
- Maintains and monitors budgetary records and departmental/office personnel records; orders supplies and processes purchase orders, as needed; maintains records of purchase orders, invoices and expenditures to date and inventories and logs same day as they arrive.
- Compiles and prepares information for budget development purposes.
- Acts as information source regarding operational policies, procedures, and requirements; receives and assists callers and provides information where judgment, knowledge, protocol, and interpretation of established procedures/policies and collective bargaining language are required.
- Arranges and schedules a variety of meetings; notifies participants, confirming dates and times; reserves meeting sites and prepares needed materials.
- Attends meetings, takes minutes, transcribes, and distributes minutes to appropriate staff, as needed; 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 to ensure proper tasks and activities occur as scheduled.
- Prepares reports from data compiled and records kept.
- Writes news releases.
- Establishes and maintains a variety of office records, logs, and filing systems.
- Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable procedures.
- Makes travel arrangements as assigned.
- Develops or assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information.
- Prepares special reports and 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.

POSITION DESCRIPTION

POSITION TITLE: ADMINISTRATIVE SECRETARY I (CONFIDENTIAL)

EMPLOYMENT STANDARDS*Knowledge of:*

- Proper office methods, techniques, and procedures including filing systems, business correspondence, receptionist techniques, public relations, report writing and telephone techniques
- Business English including proper grammar, punctuation, vocabulary, and spelling
- General accounting principles

Ability to:

- Learn the operations, procedures, policies, and requirements of the assigned office and apply them with good judgment in a variety of 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 net words per minute
- Perform mathematical calculations accurately
- Establish and maintain a variety of records and filing systems
- Independently compose and type routine correspondence and prepare reports
- Coordinate activities and details and maintain effective schedules of events
- Prioritize and appropriately schedule workload or tasks to meet established deadlines
- Compile and maintain the security of confidential information
- Operate a variety of standard office equipment including calculator, copier, computer, scanner and printer
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Supervise and train clerical support staff, if needed

QUALIFICATIONS*Education Required:*

- Associate Degree or equivalent combination of experience, training and education.

Experience Required:

- Background of experience and education equivalent to four years of increasingly responsible secretarial experience.

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APPROVALS

Date Created/Revised: Created 02-88 / Updated 03-06 / Revised 07-21-14

Cabinet Reviewed:

Board Approved: 04-12-06 / 08-20-14

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)