

Range	29
Hours	8
Week	40
Mos.	10, 10.5, 11, 12

SHASTA-TEHAMA-TRINITY
COMMUNITY COLLEGE DISTRICT

JOB TITLE: Senior Staff Secretary

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a wide variety of complex and highly responsible secretarial duties in support of the day-to-day operations, programs, and procedures within assigned operational center; to organize and coordinate the work flow and office support functions within assigned center; and to relieve the assigned director of routine administrative details not requiring his/her immediate attention. Employees in this classification receive limited supervision and may direct, oversee, and review the work of student assistants. This job class performs complex and highly responsible secretarial and office support functions requiring the use of initiative, organizational skills, problem solving skills, and independent judgment in the organization, coordination, and processing of work and information through assigned center. This job class requires extensive student, public, staff and organizational contact. Positions assigned to this class may be designated as confidential as defined by District policy.

DISTINGUISHING CHARACTERISTICS

This class is generally distinguished from others in the secretarial series by assignment to a member of middle management (Director, Supervisor of Bldg., and Grounds, etc.) and is responsible for a major functional and/or geographic operation within the District. This job class functions at a senior journey level of classification requiring a thorough knowledge of District policies, procedures, and regulations as applied to specific area of assignment.

SUPERVISOR: As assigned

TYPICAL DUTIES:

- Exercises independent judgment; relieves assigned director of routine administrative actions not requiring his/her immediate attention.
- Performs varied and responsible secretarial duties to assist in the coordination and processing of routine administrative operations within assigned office or program.
- Coordinates the typing, checking, compiling, and recording of a variety of data/information.

Typical Duties (continued):

- Types/word processes a wide variety of materials and documents such as interoffice communications, requisitions, forms, letters, reports, statistics, specifications, etc. from rough draft or verbal instructions and independently composes correspondence for typing.
- Keeps records of expenditures, maintaining and monitoring budget accounts, records, and running balances, performs necessary arithmetical computations.
- Maintains and monitors budgetary records and departmental/office personnel records; orders supplies and other needed materials 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 center policies, procedures, and requirements; receiving and interviewing callers and providing information where judgment, knowledge, and interpretations of established procedures/policies are required.
- Arranges and schedules appointments and meetings; notifies participants, confirms date and time, reserves meeting sites and prepares needed materials.
- Attends meetings; takes minutes; transcribes and distributes minutes to appropriate staff/personnel.
- Receives, handles, and processes confidential information and requests 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 operations, programs, and services to ensure proper tasks and activities occur as scheduled.
- Prepares reports from data compiled and records kept; writes news releases and distributes to appropriate news media.
- Establishes and maintains a variety of office records, logs, and filing systems pertaining to assigned center.
- Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.

Typical Duties (continued):

- Receives, sorts, and distributes outgoing and incoming mail; prioritizes and designates appropriate response whenever possible and/or responds to correspondence as directed.
- 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 center.
- Makes travel arrangements for assigned director.
- Performs other related duties similar to the above in scope and function.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Proper office methods, techniques, and procedures including filing systems, business correspondence, word processing, receptionist techniques, report writing, and telephone techniques.
- Basic accounting principles and requirements.
- Business English including grammar, punctuation, vocabulary, and spelling.

Employment Standards:

ABILITY TO:

- Learn the operations, procedures, policies, and requirements and terminology of assigned program, department, or operational unit and apply them with good judgment in a variety of procedural situations.
- Learn, interpret, and successfully apply District rules, procedures, and policies with good judgment while independently carrying out a variety of technical procedures.
- Understand and carry out a variety of oral and written instructions independently.
- Prioritize, direct, and coordinate work flow within assigned center.
- Accurately type at a rate required for successful job performance and accurately transcribe it.
- Accurately perform mathematical calculations.

ABILITY TO (continued):

- Establish and maintain a variety of records and filing systems to include accounting records.
- Independently compose and type correspondence and reports.
- Prioritize and appropriately schedule work load or tasks to meet established time lines.
- Compile and maintain the security of confidential information.
- Operate a variety of standard office equipment such as typewriter, word processor, calculator, transcriber, copier, computer terminal, 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.

May require:

- Ability to supervise and train student workers

EDUCATION/EXPERIENCE:

- Four years of increasingly responsible secretarial experience, preferably including at least two years in a community college.
- Associate in Arts degree or equivalent.
- Responsible secretarial experience may be substituted on year-to-year basis.