

Range: 25
Hours/week: 19.5, 40
Months: 10, 11, 12

SHASTA-TEHAMA-TRINITY
COMMUNITY COLLEGE DISTRICT

JOB TITLE: Staff Secretary

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of general clerical/secretarial duties in support of the day-to-day operations, programs, and activities within assigned unit, department, or office. Employees in this classification receive direct to general supervision within a framework of standard policies and procedures. This job class exercises responsibility for providing general clerical/secretarial assistance to include typing, filing, receptionist, record keeping, and other office support functions. This job class functions at a journey level and requires the successful processing and accomplishment of a variety of tasks and details from the initiation of a relevant procedure to its completion.

SUPERVISOR: As assigned

TYPICAL DUTIES:

- Performs a variety of general clerical, secretarial, and office support functions in support of assigned office programs and operations.
- Inputs, checks, verifies, compiles, and records a variety of data/information related to assigned program(s), department, or office.
- Types a variety of material such as interoffice communications, stencils, textbook/purchase order, requisitions, forms, letters, reports, statistics, curriculum projects, instructional material, specifications, etc. from rough draft or verbal instruction.
- Independently composes routine correspondence as directed by assigned supervisor/staff.
- Acts as office receptionist: answering telephones; making appointments; receiving and responding to students, faculty, administrators, and general public giving information and assistance whenever possible.

- Arranges and schedules a variety for meetings; notifying participants, confirming dates and times, reserving meeting sites, and preparing needed materials.
- Coordinates office activities with other departments, outreach centers, or outside vendors/agencies.
- Attends meetings, takes minutes, transcribes and distributes minutes as directed.
- Maintains accurate and detailed calendar of events, due dates, and schedules as they relate to office program(s) and activities to ensure proper tasks and activities occur as scheduled.
- Receives and accounts for various payments/fees related to assigned functions.
- Prepares reports from data compiled and records kept as it relates to assigned program area(s).
- Receives, sorts, and distributes incoming and outgoing mail.
- Establishes, maintains, and updates a variety of 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.
- Orders, stores, and issues supplies and materials pertinent to the functions of assigned operational unit; maintains inventory/stock levels of supplies/materials needed.
- Operates standard office equipment such as computer, copier, calculator, printer, etc.
- 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 within assigned unit.
- Assists other support staff with assigned functions as needed.
- Performs other related duties similar to the above in scope and function as required.

KNOWLEDGE OF:

- Proper office methods, practices, and procedures including filing, report writing and proper telephone techniques.
- Business English including proper usage, grammar, punctuation, and spelling.

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.
- Compose routine correspondence independently.
- Transcribe dictation with speed and accuracy.
- Understand and carry out a variety of oral and written instructions independently.
- Perform mathematical calculations accurately.
- Perform required duties within established timelines.
- Establish and maintain efficient record keeping/filing systems and prepare routine reports.
- Coordinate activities and details and maintain effective schedules of events.
- Analyze situations and take appropriate action regarding routine procedural matters without immediate supervision.
- Accurately type at 50 words per minute.
- Operate a variety of standard office machines and equipment including typewriter, calculator, copier, computer terminal, etc.
- 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:
- Take dictation at a speed of 80 words per minute.

EDUCATION/EXPERIENCE:

- Two years of responsible clerical or secretarial experience.
- College training in secretarial subjects may be substituted on a year-to-year basis.
- High school graduation or equivalent.