

ADMINISTRATIVE SECRETARY
ADMINISTRATIVE SECRETARY (CONFIDENTIAL)
ADMINISTRATIVE SECRETARY (STENOGRAPHIC)
ADMINISTRATIVE SECRETARY (STENOGRAPHIC/CONFIDENTIAL)

DEFINITION

Provides clerical, secretarial and administrative assistance for a senior administrator of the District.

TYPICAL DUTIES

Manages an office and performs clerical, secretarial, and administrative assistance for a senior administrator of the District.
Screens telephone calls, visitors, and incoming correspondence and personally responds or directs inquiries to appropriate staff.
Types complex correspondence, memos, tables, reports and publications using word processing, spreadsheet, and desktop publishing software on computer equipment.
Collects information from files and/or staff assigned to the organizational unit and prepares routine inquiries and periodic reports.
Prepares and signs routine, non-technical correspondence and documents as directed by the administrator.
Acts on behalf of the administrator, on designated matters, based on knowledge of the organizational unit and goals and objectives of the administrator.
Reviews outgoing documents and correspondence for internal consistency and conformance with established procedures.
Schedules appointments and maintains the administrator's calendar.
Makes facilities, accommodation, and travel arrangements for business meetings and conferences.
Attends meetings; records and prepares minutes or summaries of proceedings.
Anticipates and compiles materials needed by the administrator for conferences, correspondence, appointments, meetings, and telephone calls.
Establishes and maintains office files.
Requisitions supplies, printing, maintenance, or other services for the office.
May take and transcribe dictation.
May act as a liaison between the administrator and his/her subordinates.
May assign and review the work of the office staff.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Administrative Secretary** performs secretarial and clerical duties related to the management of an administrative office, and has responsibility for independently taking action on matters of non-technical administrative detail. The scope of duties is varied and is related to an important administrative function of the District. The **Administrative Secretary (Confidential)** is distinguished from the class of Administrative Secretary because of the requirements of the employee to have access to, or possess information relating to, employer-employee relations matters. The class of **Administrative Secretary (Stenographic)** is distinguished from the classes of Administrative Secretary and Administrative Secretary (Confidential) because of the requirement to take dictation and transcribe notes. The class of **Administrative Secretary (Stenographic/Confidential)** is distinguished from the class of Administrative Secretary because of the requirements for the employee to (a) have access to, or possess information relating to, employer-employee relations matters, and (b) take dictation and transcribe notes.

An **Executive Secretary** manages an office and provides secretarial and administrative assistance to an executive of a college or a major division of the District. Considerable latitude for independent action in carrying out administrative detail is an essential characteristic of the class. Contact with high-level representatives of the District and the public is routine.

A **Senior Secretary** performs a variety of responsible secretarial and clerical duties in a college or District office. Duties are less routine and require a considerable degree of independence and judgment in performing the day-to-day office functions. A **Senior Secretary (Stenographic)** is distinguished from the Senior Secretary because of the requirement to take dictation and transcribe notes.

SUPERVISION

General supervision is received from a senior administrator. May assign and review the work of the office staff.

CLASS QUALIFICATIONS

Knowledge of:

- Office organization, management and functions
- Characteristics and functions of computer hardware, systems and general office software applications
- Business vocabulary and terminology
- Letter, report, and other correspondence formats
- Fundamentals of punctuation, sentence structure, and grammar
- Business English usage, composition and style
- Principles and procedures of record and file management using manual, computerized, and micrographic methods
- The functions, policies, procedures, and key personnel of the organizational unit to which assigned
- District processes, practices, procedures, and lines of communication

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Knowledge of: (Cont.)

Principles and techniques of public relations
Principles of training

Skill in:

Administrative Secretary/Administrative Secretary (Confidential):

Operating a keyboard
Utilizing computer software typically found in an office environment
Operating common office equipment
Interpersonal contacts and communications

Administrative Secretary (Stenographic)/Administrative Secretary(Stenographic/Confidential):

Taking and transcribing dictation
Operating a keyboard
Utilizing computer software typically found in an office environment
Operating common office equipment
Interpersonal contacts and communications

Ability to:

Plan, manage and perform the clerical and secretarial work of a major administrative office
Apply correct clerical, secretarial, business, and District procedures to assigned work
Compose, edit, and/or format business correspondence, reports, and publications
Apply knowledge of English grammar, punctuation, business vocabulary, and spelling to assigned work
Exercise initiative and good judgment
Establish and adjust to changing priorities
Work effectively under pressure
Maintain confidentiality of work
Establish and maintain an effective filing and records management system
Train, assign, and review the work of others
Establish and maintain effective working relationships with administrators, employees, and representatives of other organizations and educational institutions
Learn to use a computer inquiry terminal
Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent.

AND

A. Two years of full-time paid clerical experience.

OR

B. An associate's degree or its equivalent from a recognized college with a specialization in office administration or comparable curriculum.

OR

C. Any equivalent combination of A. and B. above.

Special:

Administrative Secretary/ Administrative Secretary (Confidential):

Must type 60 words per minute.

Administrative Secretary (Stenographic)/ Administrative Secretary (Stenographic/Confidential):

Must type 60 words per minute and take dictation at 100 words per minute.

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