

ASSISTANT SECRETARY TO THE CHANCELLOR

DEFINITION

Assists in providing specialized, complex, and confidential administrative assistance duties to the Chancellor's Office.

TYPICAL DUTIES

Schedules appointments, meetings, and other commitments for the staff of the Chancellor's Office.

Reviews outgoing correspondence, reports, publications, and other materials for grammar, sentence structure, format, attachments, and compliance with applicable laws, rules, procedures, and directives of the Chancellor's staff.

Screens telephone calls and visitors to the Chancellor's Office for urgency and nature of business; refers calls not requiring the Chancellor's attention to appropriate staff/office or personally responds to routine inquiries.

Drafts and/or edits correspondence such as letters, memoranda, personal acknowledgements, reports, and other materials based on verbal instructions or own initiative using word processing, spreadsheet, and desktop publishing software.

Responds to inquiries made by Board Members that are directed to the Chancellor's Office and require administrative assistance.

Obtains, compiles, and organizes information requested by the Chancellor's Office on a wide variety of District matters.

Contacts Board Members, city and state officials, College Presidents and their assistants, executives and administrative staff of the District, representatives of other agencies, and both business, and community leaders for the purpose of providing information and coordinating assigned activities.

Explains Board of Trustees rules, laws, administrative regulations, policies, procedures, and precedents to individuals directed to the Chancellor's Office for assistance.

Assists in the implementation of procedures for preparing, receiving, and processing official documents and correspondence in accordance with legal requirements, Board of Trustees rules and policies, and administrative deadlines.

Assists in making transportation, hotel, and business arrangements for the Chancellor; prepares and processes expense reimbursement claims.

Assists in maintaining the clerical processes and procedures of the Chancellor's Office.

Reviews incoming correspondence for nature of business and urgency; highlights items of special interest to the Chancellor; directs items to appropriate staff or personally responds to routine matters.

Prepares and processes various operational documents related to the business operations of Chancellor's Office including activities such as purchasing, contracts, personnel, payroll, and the budget.

May act for the Executive Secretary to the Chancellor in his/her absence.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

An **Assistant Secretary to the Chancellor** performs administrative assistance duties of a highly responsible, confidential, and sensitive nature for the Chancellor's Office.

An **Executive Secretary to the Chancellor** performs administrative assistance duties of the highest level of responsibility, confidentiality, and sensitivity for the Chancellor and manages the secretarial and clerical operations of the Chancellor's Office.

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.

## SUPERVISION

General supervision is received from the Executive Assistant to the Chancellor. May exercise immediate supervision over clerical staff in the Chancellor's Office.

## CLASS QUALIFICATIONS

### Knowledge of:

- Clerical office procedures
- Proper English usage, spelling, grammar, and punctuation
- English and business composition
- Business vocabulary and terminology
- Computer software such as word processing, spreadsheet, database management, and desktop publishing
- Principles and procedures of record storage, control, retrieval, and management
- Customer service techniques for public contact in person and on the telephone
- Organizational structure, functions, and key staff of the District
- Laws, policies, rules, regulations, and procedures related to major functions of the District

### Skill in:

- Operating computer and standard office equipment
- Interpersonal communications

Ability to:

- Perform a variety of designated administrative support duties for the Chancellor's Office
- Understand, interpret, and apply pertinent laws, rules, administrative regulations, policies, and procedures, and directions
- Apply correct clerical, secretarial, business, and District procedures to assigned work
- Compose, edit, and/or format complex business correspondence, reports, and publications
- Critically review source data and detect and correct errors
- Communicate the content, intent, and spirit of information accurately
- Exercise good judgment and discretion in working with and on behalf of the Chancellor
- Exercise initiative
- Anticipate conditions and establish priorities
- Maintain the confidentiality of work
- Work effectively under pressure
- Organize work to meet recurring and critical deadlines
- Establish and maintain cooperative and effective working relationships with administrators and staff of the District, representatives of educational, business, community organizations, and members of the public
- Exercise professional demeanor and actions when dealing with students, staff, faculty, and the general public who wish to communicate their concerns directly to the Chancellor
- Learn specialized software applications and systems used in the Chancellor's Office

**ENTRANCE QUALIFICATIONS**

- A. An associate's degree or its equivalent from a recognized college or university with a major in computer applications and office technology (CAOT) or a related field **AND** three years of full-time paid experience which included providing secretarial or administrative assistance to an executive or administrator. Qualifying experience must have also included use of computer software such as word processing and spreadsheet.

**OR**

- B. Graduation from high school or its equivalent **AND** five years of full-time paid experience which included providing secretarial or administrative assistance to an executive or administrator. Qualifying experience must have also included use of computer software such as word processing and spreadsheet.

Special:

- A valid Class "C" California drivers license.
- Access to an automobile.