

ASSISTANT SECRETARY TO THE BOARD OF TRUSTEES

DEFINITION

Assists in providing a variety of specialized and confidential administrative assistance and secretarial duties for members of the Board of Trustees and provides recording and transcribing support at the proceedings of the Board of Trustees and other meetings. Prepares the official minutes of Board of Trustees and committee meetings.

TYPICAL DUTIES

- Attends meetings of the Board of Trustees and its committees, records actions, and takes notes for use in preparing official minutes of Board of Trustees meetings.
- Prepares the official minutes and arranges for the distribution of minutes; gathers materials for meetings of the Board of Trustees including agenda, committee reports, correspondence, minutes, and other related official materials.
- Drafts and/or edits correspondence such as letters, memoranda, personal acknowledgements, routine reports, and other materials based on verbal instructions or upon own initiative using word processing, spreadsheet, and desktop publishing software.
- Mails and posts necessary legal notices and agendas for special and regular meetings of the Board of Trustees and its committees.
- Assists in receiving and screening mail, telephone calls, and visitors for members of the Board of Trustees to determine the nature and urgency of business and exercises judgment in responding to routine inquiries or referring them to appropriate staff/offices.
- Explains and provides information regarding Board of Trustees rules, Board of Trustees actions, laws, regulations, policies, procedures, and precedents to staff, representatives of other jurisdictions, and the public.
- Prepares and files various materials and maintains confidential records necessary for the operation of the Board of Trustees Office.
- Reviews outgoing correspondence, reports, and publications for grammar, sentence structure, format, attachments, and compliance with applicable laws, rules, and procedures.
- Assists in the coordination of activities preparatory to the holding of Board of Trustees and committee meetings.
- Assists in scheduling appointments, meetings, and other commitments for individual members of the Board of Trustees.
- Assists in maintaining files for each member of the Board of Trustees.
- Assists in arranging transportation and hotel accommodations and preparing travel expense claims for members of the Board of Trustees.
- May make verbatim transcripts from audio recordings of Board of Trustees meetings, as required.
- May prepare brief summaries of items contained in communications prepared for presentation to the Board of Trustees or obtain related information to bring to the attention of members of the Board of Trustees.
- May act for the Executive Secretary to the Board of Trustees in his/her absence.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

An **Assistant Secretary to the Board of Trustees** assists in providing administrative assistance duties to members of the Board of Trustees. This class has primary responsibility for recording and transcribing the proceedings of the Board of Trustees and other meetings as well as summarizing and assembling pertinent information and materials for Board of Trustees meetings.

An **Executive Secretary to the Board of Trustees** performs specialized and complex administrative assistance and secretarial duties of a highly responsible, confidential, and sensitive nature for members of the Board of Trustees and manages the day-to-day clerical operations of the Board of Trustees 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 are varied and are related to an important administrative function of the District. The **Administrative Secretary (Confidential)** is distinguished from the class of Administrative Secretary because of the requirement 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/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 Secretary to the Board of Trustees. Functional supervision is received from the Deputy Chancellor and members of the Board of Trustees. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Proper English usage, spelling, grammar, and punctuation
- English and business composition
- Computer software such as word processing, spreadsheet, database management, and desktop publishing
- Clerical office procedures
- Principles and procedures of record storage, control, retrieval and management
- Customer service techniques for public contact in person and on the telephone
- Routines and procedures of Board of Trustees meetings
- Organizational structure, functions, and key staff of the District
- Format of Board of Trustees reports and correspondence

Skill in:

Operating computer and standard office equipment  
Interpersonal communications

Ability to:

Perform assigned administrative support work of the Board of Trustees Office  
Take verbatim notes at meetings or hearings and transcribe the notes accurately  
Coordinate and complete work assignments from multiple members of the Board of Trustees simultaneously  
Understand, interpret, and apply pertinent laws, regulations, rules, policies, procedures, and directions  
Apply correct clerical, secretarial, business, and District procedures to assigned work  
Compose, edit, and/or format business correspondence, and reports  
Communicate the content, intent, and spirit of information accurately  
Critically review source data and detect and correct errors  
Exercise good judgment and discretion in working with and on behalf of members of the Board of Trustees  
Exercise initiative  
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, staff of the District, and members of the public  
Learn specialized software applications and systems used in the Board of Trustees Office

ENTRANCE QUALIFICATIONS

Education and Experience:

- 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** two years of full-time paid secretarial experience.

**OR**

- B. Graduation from high school **AND** four years of full-time paid secretarial experience.

Special:

Must type 40 words per minute using a computer keyboard.  
A valid Class "C" California driver's license.  
Access to an automobile.