

## SECRETARY

### DEFINITION

Under the direction of assigned supervisor, performs a variety of secretarial and clerical duties of a general nature in a college or District office.

### TYPICAL DUTIES

Types letters, bulletins, memoranda, statistical reports, and other materials.  
Proofreads reports, letters, bulletins, and other material.  
Composes routine correspondence.  
Assembles printed or duplicated material for distribution.  
Maintains office files of reports, bulletins, correspondence, and related material.  
Distributes mail and office supplies.  
May assure that the clerical aspects of the office are running smoothly and efficiently on a day-to-day basis.  
May operate and maintain inventory of office supplies and replenish when necessary.  
May assist in budget preparation by compiling information.  
May operate data entry terminal.  
May operate calculating or adding machines and various types of duplicating or copying machines.  
May act as a receptionist and answer telephones.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Secretary** performs a variety of secretarial and clerical duties of a general nature in a college or District office.

A **Senior Secretary** performs a variety of responsible secretarial and clerical duties in a college or District office. A considerable degree of independence in carrying out the secretarial and clerical functions is an essential characteristic of this class.

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. An **Administrative Secretary (Confidential)** is distinguished from the class of Administrative Secretary because of the requirement for the employee to have access to, or possess information relating to, employer-employee relations matters.

### SUPERVISION

Immediate supervision is received from higher-level classified or certificated personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Modern office practices and procedures  
English grammar, spelling and punctuation

### Skill in:

Operating a key board  
Operating common office machines

### Ability to:

Spell ordinary words correctly and use proper punctuation and grammar  
Make basic arithmetic calculations  
Utilize computer software typically found in an office environment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or its equivalent.

### Experience:

None is required. One year of paid full-time general clerical experience which included use of computer equipment and public contact is desirable.

### Special:

Must type 40 words per minute.