

SENIOR SECRETARY
SENIOR SECRETARY (STENOGRAPHIC)

DEFINITION

With considerable independence, performs a variety of responsible secretarial and clerical duties in a college or the Educational Services Center.

TYPICAL DUTIES

Organizes and manages the day-to-day activities of an office assuring efficiency of office operations.
Answers telephone requests for information and makes contacts with high-level personnel to obtain and impart information.
Operates word processing and computer terminal equipment to produce correspondence and reports and update computerized files.
Proofreads and edits reports, records and other data for accuracy, completeness and compliance with established procedures.
Maintains records, files, and other information of an office.
Revises forms and other materials as needed.
Searches files for required information, compiles data, and prepares reports.
Orders, receives, and distributes office supplies.
May orient and train new employees in office procedures.
May operate a dictating or copying machine, calculating machine, and adding machine.
May transcribe material from duplicating equipment.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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. A **Senior Secretary (Stenographic)** is distinguished from the Senior Secretary because of the requirement to take dictation and transcribe notes.

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 class of **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.

DISTINGUISHING CHARACTERISTICS (Cont.)

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 higher-level classified or academic personnel. Supervision may be exercised over assigned clerical employees and student assistants.

CLASS QUALIFICATIONS

Knowledge of:

- Fundamentals of modern office organization, management and functions
- Basic business vocabulary and terminology
- English business composition, usage and style
- Public relations techniques

Skill in:

Senior Secretary:

- Operating a keyboard
- Operating common office machines

Senior Secretary (Stenographic):

- Taking dictation and wordprocessing
- Operating common office machines

Ability to:

- Organize and manage clerical functions and modify files and records
- Compose, edit, and format business correspondence
- Spell, punctuate, use correct grammar, and proofread
- Make arithmetic calculations
- Prepare reports
- Utilize computer software commonly used in an office environment
- Work effectively with employees and the public

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:

Senior Secretary:

Must keyboard 40 words per minute.

Senior Secretary (Stenographic):

Must keyboard 40 words per minute and take dictation at 90 words per minute.