SENIOR SECRETARY

DEFINITION

With considerable independence, performs a variety of responsible secretarial and clerical duties in support of the functions delegated to an assigned administrator in a college or District office.

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. Produces correspondence, reports, bulletins, flyers, and other materials utilizing wordprocessing and spreadsheet software on computer equipment. Proofreads and edits reports, records and other data for accuracy, completeness and compliance with established procedures. Composes a variety of office correspondence. Schedules appointments and maintains supervisor’s calendar; and arranges for travel accommodations and conferences. Revises forms and other materials as needed. Searches files for required information, compiles data, and prepares reports. Establishes and maintains a variety of records, files, logs, and other information of an office. Orders, receives, and distributes office supplies, materials and equipment, and maintains a supply inventory. Operates a variety of standard office machines, data entry terminals, and computer equipment used for processing the work of an office. May orient and train new employees in office procedures. May assist in the coordination of events hosted by the assigned office by making room, equipment and catering arrangements, sending out invitations, etc. May maintain time-keeping records of an office. May maintain and reconcile office expenditure accounts. May attend meetings and take minutes. May receive, sort, and distribute in-coming office mail to appropriate personnel. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Senior Secretary provides secretarial and clerical assistance to an administrator at a college or the District office. Duties require a considerable degree of independence and judgment in managing the day-to-day clerical office functions.

An Administrative Secretary provides secretarial and clerical assistance to a senior administrator at a college or the District 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, broad administrative function of the District.
SUPERVISION

General supervision is received from a classified or academic administrator typically at a level of a dean. Supervision may be exercised over assigned clerical employees and student assistants.

CLASS QUALIFICATIONS

Knowledge of:

- Fundamentals of office organization, management and functions
- Basic business vocabulary and terminology
- Business English composition, usage and style
- Letter, report, and other correspondence formats
- Methods and techniques of work flow and the organization of clerical work
- Public relations techniques for public contact in person and on the telephone
- Organization and use of records
- Capabilities of computer hardware and applications used in an office environment

Skill in:

- Operating a keyboard
- Using computers/word processing equipment and standard office machines

Ability to:

- Organize and manage clerical functions of an office
- Interpret and apply rules, policies, and procedures pertinent to the assigned office
- Compose, edit, and format business correspondence and reports
- Spell, punctuate, use correct grammar, and proofread
- Work independently with little supervision
- Make arithmetic calculations
- Accurately organize, maintain, and retrieve records
- Effectively utilize computer equipment and software commonly used in an office environment
- Establish and maintain effective working relationships with administrators, staff, public, and students
- Learn to use a computer inquiry terminal
- Learn general and specialized computer applications

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.