

DESERT COMMUNITY COLLEGE DISTRICT

SECRETARY

BASIC FUNCTION

Under the direction of a Coordinator, Supervisor or Director of a small program, perform a wide variety of secretarial and clerical duties in support of an assigned department or function.

DISTINGUISHING CHARACTERISTICS

The Secretary provides support to a Coordinator, Director or other supervisor of a small program or function. The Senior Administrative Secretary reports to a Vice President and provides a broad range of administrative support to a College Administrator. The Administrative Secretary performs duties as primary secretarial support to a Dean of a division or Director of a major program or function.

REPRESENTATIVE DUTIES

1. Perform secretarial duties and assist the supervisor with a variety of clerical, secretarial and administrative duties; facilitate communications and coordinate activities between the supervisor, staff, public and other personnel; establish and maintain positive staff and public relations. ***E***
2. Review documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; compose routine correspondence independently or from oral instructions; compile data for reports as requested. ***E***
3. Monitor budget expenditures and transfers, and maintaining financial records as assigned; maintain current account balances as assigned. ***E***
4. Order and maintain office supplies and other materials. ***E***
5. Communicate information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary. ***E***
6. Receive, open and distribute mail; receive visitors, answer telephone calls and refer to appropriate staff members. ***E***
7. Type a variety of memoranda, reports and other materials. ***E***
8. Arrange and schedule a variety of meetings, appointments and conferences; prepare materials for meetings as assigned. ***E***
9. Train, assign and review the work of other employees or student assistants. ***E***
10. Operate a variety of office machines and equipment including a computer and related software applications, typewriter, copier, calculator and other equipment. ***E***
11. Maintain office files and prepare and type reports as necessary.
12. Attend a variety of meetings and record notes as assigned. ***E***
13. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Operations, procedures and methods of office to which assigned; modern office practices, procedures and equipment; applicable computer software programs including word processing, spreadsheets, databases, and email; record-keeping techniques and alpha and numeric filing systems; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; receptionist and telephone techniques.

Ability to: Perform a wide variety of secretarial and clerical duties in support of an assigned department

or function; assemble diverse data for the preparation of reports; maintain complex and varied files and records; type at 45 words net per minute from clear copy; interpret and apply specific rules, policies and procedures of the department or function to which assigned; operate a variety of office machines and equipment, including typewriter, computer and applicable software including word processing, spreadsheets, databases, email and other related programs, calculator, copier and other equipment; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing to exchange information in person and on the telephone; meet schedules and time lines; prepare and type reports, correspondence and related materials; bend at the waist, kneel or crouch to file materials; sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and two (2) years of varied and increasingly responsible secretarial or clerical experience.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions

S. DOC

RANGE 7

6/98

Revised 7/04

Revised 11/04