

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

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SECRETARY, DIRECTOR BUSINESS SERVICES

Definition

Under general direction, to do specialized clerical and stenographic work of above average difficulty, and to assist the Director of Business Services by relieving of detail.

Examples of Duties

Performs secretarial and clerical duties;
Interviews telephone callers and answers questions concerning the Office of Business Services, refers persons to another source of information, or schedules appointment;
Takes and transcribes dictation, including material of a confidential nature, letters, reports, bulletins, memoranda and other documents;
Composes independently or from oral instructions correspondence relating to the Business Office;
Receives, opens and routes mail;
Maintains correspondence, and record files;
Compiles and prepares reports;
Operates modern office equipment including adding machine;
Enters terminal data input;
Performs other related duties as assigned by the Director of Business Services.

Required Qualifications

Knowledge of:

English, grammar, spelling, modern office methods, procedures, terms, and use of equipment;
Laws, rules and regulations, and policies relating to business operations.

Ability to:

Maintain confidentiality;
Work independently and perform a wide variety of complex office work;
Prepare statistical and technical reports;
Follow oral and written directions;
Enter terminal data input;
Effectively and tactfully meet the public;
Work cooperatively with staff, students, and the public;
Type at a rate of 50 words per minute accurately;
Take dictation at a rate of 90 words per minute and transcribe it with accuracy.

Experience

Three years of general clerical experience involving the use of stenographic skills.

Education

Graduation from high school or equivalent