

Citrus College

Position Description

Position: Administrative Secretary I	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 31

Summary

Performs a variety of specialized secretarial and administrative support duties, including (but not limited to) transcribing of complex, specialized, or technical notes, composing of original documents, development and administration of office routines and systems, independent research, processing of financial transactions and payroll information, and reception.

Distinguishing Career Features

The Administrative Secretary I represents the first level in an administrative support career path that is above and beyond other general clerical series. Advancement to Administrative Secretary I requires the following demonstrated competencies: extreme proficiency in word processing, spreadsheet, database, and graphics media; ability to coordinate projects requiring information from other sources; knowledge of the services provided by the College and assigned organization unit; and ability to design an office information flow system. Advancement to Administrative Secretary II requires specialized knowledge depending on assignment to an instructional, student service, or administration area. In the instructional area, advancement may require knowledge of the curriculum development process, faculty loading, the ability to independently carry out projects, and may require reporting to a higher level administrator. In student services and administrative areas, advancement may require more independence in coordinating a variety of mandated reports for internal and external use, projects, monitoring multiple budgets, and reporting to a higher level administrator.

Essential Duties and Responsibilities

- Performs secretarial and clerical duties involving application of learning from prior experience, a working knowledge of the special terminology of the function to which assigned, basic understanding of the functions and procedures of other departments, and the use of judgment and an understanding of departmental functions and procedures.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and college. Receives questions and concerns from faculty and students, interprets and conveys policies and procedures, and refers difficult or sensitive matters to the appropriate source.
- Provides assistance to schedule planning and other business cycle processes. Compiles and may edit information for course descriptions. Forwards information to other departments.

Administrative Secretary I

@Jacobson, Betts & Company

Effective July 1, 2004

Revised and CSEA Approved 11/29/05 _____

- Types from rough drafts or verbal instructions a variety of materials such as letters, memoranda, recurring reports, and statistical data. Composes routine correspondence and forms as necessary. May transcribe dictation.
- Performs receptionist duties. Receives and screens visitors and telephone calls, referring to others as appropriate. Takes and forward messages.
- Arranges miscellaneous meetings. Prepares schedules and informs participants, confirming dates and times. May make hotel and travel reservations.
- Inputs information onto relational databases. Updates information and maintains data files. Accesses relational databases for business and education support to extract information and standardized reports.
- Compiles information from existing information systems and resources for reports. Organizes information to fit into requested formats. Prepares and maintains regularly required reports with established forms used by internal staff and external agencies.
- Performs special projects. Assists with research of libraries, business transactions, meeting recollections, employee and student records, etc., to compile reports for administration or to regulatory or governing agencies.
- Receives, handles and stores confidential information pertaining to the College or assigned division. Maintains confidentiality of private and sensitive information.
- Assists with purchasing processes for departmental materials and textbooks but preparing and monitoring purchase order status. May monitor departmental budgets to support a manager or administrator.
- May take notes, and maintains records of the proceedings from routine departmental meetings.
- May provide training and work guidance to student workers or other support staff.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires a well-developed working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires basic math skills sufficient to do sums, products, quotients, percentages and ratios. Requires a working knowledge of and skill in using various standard office machines, including personal computers

with word processing, spreadsheet, and presentation graphics applications. Requires knowledge of and skill in using data entry screens for inputting and extracting information from databases. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relation skills to work with a diverse population, exercise patience when dealing with internal and external customers, and convey technical concepts.

- **Abilities**

Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of College and department organization, operations, programs, functions and special department terminology to relieve an administrator or manager of certain administrative details. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with students, staff, and the public using courtesy, and in a manner that reflects positively on the department and the College. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient visual acuity to read printed material. Requires speech and hearing ability to carry on conversations in person and over the phone. Requires the ability to reach and pull materials from files and shelves. Requires sufficient hearing and speech ability for personal and telephone conversations and to hear sound prompts from equipment. Requires sufficient hand-eye and finger dexterity to write, use a keyboard at an advanced rate (55-wpm) and mouse or other pointing device. Requires the ability to reach (from low, level, and overhead) to file, access files, and move supplies and equipment in and out of storage areas.

- **Education and Experience**

The position requires a high school diploma supplemented by college-level course work in secretarial sciences or a business related field plus four years of progressively responsible secretarial experience.

- **Licenses and Certificates**

May require a valid California driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.