STATE CENTER COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE SECRETARY I

DEFINITION

Under direction performs a wide variety of difficult and specialized secretarial, administrative and clerical duties.

DISTINGUISHING CHARACTERISTICS

This classification may require some lead responsibilities. This classification differs from lower levels by more complex problem solving responsibility, a wider variety of activities less routine in nature, and work being less closely supervised.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial work, including typing, proof-reading, filing, checking, drafting correspondence and recording information on records from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Tracks budget expenditures. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Considerable secretarial experience in an office environment.

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Ability to take and/or transcribe dictation. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

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Approved: August 8, 1994
Salary Range: 48
Revised by PC August 21, 2012