STATE CENTER COMMUNITY COLLEGE DISTRICT  
DEPARTMENT SECRETARY

DEFINITION

Under direction performs basic to moderately difficult secretarial and clerical duties.

DISTINGUISHING CHARACTERISTICS

This classification performs general and routine secretarial/clerical duties in accordance with clearly defined instructions or established office procedures. This classification differs from higher levels by the responsibility for or limited variety of activities, work being more closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial work, including typing, proof-reading, filing, checking, drafting correspondence and recording information from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Tracks budget expenditures and money collected. 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. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal or informal education equivalent to completion of the twelfth grade
Experience: Responsible secretarial/clerical 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. 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 student, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.