

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Administrative Secretary

Unit: Office Technical

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Job Code: J1016
Original Date: 08/2002
Last Revision: 12/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 22

DEFINITION

Under the general direction of an administrator, perform a wide variety of difficult and complex secretarial, administrative, and clerical duties; process administrative details not requiring the immediate attention of the administrator.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class are assigned to a Vice-President or equivalent-level manager. The duties involve a wide variety of diverse, complex, and confidential secretarial, technical, and clerical tasks, requiring a substantial amount of tact, judgment, and initiative. Incumbents are required to relieve the administrator of routine administrative duties and provide work direction and guidance to clerical personnel assigned to the department or working closely with the program.

EXAMPLE OF DUTIES

1. Serve as secretary to a high-level district or college administrator, relieving the administrator of a variety of clerical, technical, and routine administrative duties; serve frequently as a liaison between the administrator and staff, the public, industry, and other district or campus personnel.
2. Prepare and assemble agenda materials; review and proof documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations.
3. Process regular and substitute employees through the district personnel system. Coordinate and prepare travel arrangements and documents related to payroll and leave processing.
4. Assist the administrator in developing schedules, class locations, and work assignments. Assist with resolution of complaints and confidential matters.
5. Organize and train office clerical personnel, which may include a large office staff; may make recommendations on clerical appointments and approved office procedures. May provide input to staff evaluations.
6. Collect and compile statistical and financial data and other information for inclusion into special and periodic reports; order and maintain office supplies; prepare special reports or purchasing bids as necessary; research information and establish appropriate formats; may prepare Board docket items.
7. Assist in preparing budget estimates and monitoring budget expenditures; perform limited inventories as required.
8. Compose correspondence independently; coordinate and communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and regulations are necessary.
9. Receive mail and identify and refer matters to the assigned administrator in order of priority; receive visitors, schedule appointments, screen visitors and telephone calls and refer to appropriate staff members.
10. May take and transcribe dictation, including confidential material; record and transcribe notes from a variety of meetings; arrange and schedule a variety of meetings and conferences.

11. Operate a computer using word processing, spreadsheet, on-line requisition, and database programs to prepare a variety of correspondence, memoranda, reports, and other materials.
12. Establish and maintain complex, interrelated filing systems; maintain payroll and personnel records for certificated and/or classified staff. Input, modify, verify, and update data in systems and records as necessary.
13. Provide work direction, training, and guidance to office clerical personnel.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code and State regulations.
- Computer applications, including word processing, spreadsheets, on-line requisitions, and databases.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Operation, procedures, and precedent of office to which assigned.
- Oral and written communications skills.
- Principles and practices of administration, supervision, and training.
- Record-keeping techniques.
- Technical aspects of program's operations.

Skills and Abilities:

- Analyze and resolve difficult and sensitive situations.
- Assemble diverse data and prepare reports.
- Communicate effectively both orally and in writing.
- Compose difficult correspondence independently.
- Establish and maintain effective working relationships with others.
- Learn quickly and apply specific rules, policies, and procedures of the specific office or program to which assigned.
- Maintain complex interrelated files and records.
- Meet schedules and time lines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Operate a variety of standard office equipment.
- Perform difficult and complex secretarial and clerical work.
- Plan and organize work.
- Train and provide work direction and guidance to others.
- Type/keyboard at 60 words per minute.
- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school and four years of increasingly responsible secretarial experience, including at least one year in an educational setting.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office.