

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Secretary
Unit: Office Technical

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Job Code: J1158
Original Date: 01/1991
Last Revision: 09/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 16

DEFINITION

Under the direction of an assigned manager, perform a wide variety of clerical and secretarial duties of above-average difficulty.

DISTINGUISHING CHARACTERISTICS

This is the experienced-level class in the secretarial series. Positions allocated to this class report to a manager. Incumbents perform clerical and secretarial duties of above-average difficulty which require judgment and initiative within a limited range of alternatives.

EXAMPLE OF DUTIES

1. Serve as secretary to a manager, relieving the manager of a variety of clerical and routine technical duties.
2. Establish and maintain positive staff and public relations.
3. Record, type, and distribute meeting notes and other information, including material of a confidential nature.
4. Arrange and schedule a variety of meetings and conferences; establish and maintain complex, interrelated record-keeping systems.
5. Serve as liaison between the manager and staff, the public, and other district or campus offices.
6. Review and proofread documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations.
7. Review reports and maintain records of expenditures; assist in preparing budget estimates.
8. Compose correspondence; report information in person or by telephone where judgment, knowledge, and interpretation of policies and regulations may be necessary.
9. Receive, open, and distribute mail; identify and refer matters to the assigned manager in order of priority.
10. Schedule appointments; greet visitors or callers and handle their inquiries or direct them to the appropriate persons.
11. Train and provide work direction and guidance to clerical staff as necessary.
12. Collect and compile statistical and financial data and other information for inclusion into special and periodic reports.
13. Prepare a variety of correspondence, agendas, reports, and other materials using word processing, spreadsheet, and database applications.
14. Order and maintain office supplies.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Basic principles of employee training and work direction.
Computer applications, including word processing, spreadsheets, and databases.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, diplomacy, and courtesy.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communications skills.
Record-keeping techniques.

Skills and Abilities:

Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Learn quickly and apply rules, policies, and procedures of the specific office or program to which assigned.
Maintain records and prepare reports.
Make arithmetic calculations.
Meet schedules and time lines.
Operate a variety of office machines and equipment, including computer hardware and software.
Perform responsible secretarial and clerical work of above-average difficulty with speed and accuracy.
Plan and organize work.
Relate effectively with people from varied cultural and socio-economic backgrounds.
Train and provide work direction to others.
Type/keyboard at 55 words per minute.
Understand and follow oral and written directions.
Use computer applications, including word processing, spreadsheets, and databases.
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 two years of experience in secretarial and clerical work.

WORKING CONDITIONS**Physical Requirements:**

Category III, usually minimum.

Environment:

Favorable, usually involves an office.