

Position: Administrative Secretary	FLSA: Non-exempt
Department: District Office	Salary Grade: 19
Reports to: Director, Coordinator, or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of an assigned supervisor, performs a variety of highly specialized and responsible secretarial and administrative support duties in support of an organizational unit having multiple departments or a single function of similar scope of service. Coordinates the flow of information among work teams and may distribute work to other support staff. Work activities may include, but are not limited to, taking and transcribing of meeting notes, development and administration of office work flow systems, independent research, assistance in budget development and monitoring, general record keeping, and coordination of programs and projects that involve other work teams and departments.

The Administrative Secretary commonly reports to a senior-level manager, department head or equivalent scope of responsibility that would merit this level of support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as a senior administrative support to a division with multiple sub-functions (or the equivalent), performing technical and complex secretarial and administrative duties involving the use of independent judgment and an understanding of departmental functions and procedures.
- Maintains budget records and files. Prepares and inputs accounting forms such as purchase orders, warehouse requests, budget and staffing requests. Receives periodic printouts of financial activity and prepares summary reports. Assists in the budget development process by gathering and compiling required information.
- Develops and maintains a working knowledge of special terminology related to the function to which assigned.
- May take and transcribe meeting notes or compose complex documents from rough drafts or verbal instructions using word processing software. Independently composes and distributes common correspondence and routine forms.
- Receives walk-in guests and telephone inquiries from a variety of individuals. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary.
- Coordinates and schedules meetings as directed. Prepares schedules and informs participants, confirming dates and times. Makes travel arrangements as directed.
- Attends meetings as assigned to represent the department, sometimes in place of the department head. Records, transcribes, and distributes minutes of proceedings as directed.

- Performs routine duties that include, but are not limited to, preparation of contracts, payroll documents, reports, and time sheets for staff.
- Coordinates the documentation and word processing of performance evaluations. Tracks work-in-progress to assure timely completion of reviews.
- Maintains committee records, assists in the preparation of departmental reports by gathering and summarizing information from a variety of sources.
- Performs administrative duties and coordinates for special projects or events involving multiple departments and/or locations.
- Prepares technical reports such as those related to grades, fitness reports, program compliance, etc., using databases or spreadsheets to support work. Maintains up-to-date records of information to support reports. Creates, edits, and distributes reports for final review.
- Inputs information onto relational databases as required. Updates information and maintains data files. Accesses relational databases for business and education support to extract information and reports supporting research and special requests.
- Receives, prepares, handles and stores confidential information pertaining to the District or assigned department. Maintains confidentiality.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Modern office practices, procedures and equipment.
- Activities associated with accounting, budget and payroll document processing, and statistical record keeping.
- Personal computer based software programs that support this level of work, including, but not limited to, word processing, spreadsheet, presentation graphics, and data entry onto custom data bases.
- Proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Oral and written communication skills.
- Telephone technique and etiquette.
- Operation of a computer and assigned office equipment.
- District organization, operations, policies, and objectives.

Ability to:

- Independently perform the duties of the position efficiently and effectively.
- Perform office and secretarial work with speed and accuracy.

- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology to relieve an administrator or program director of a variety of administrative details.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the department.
- Use and troubleshoot various standard office machines, including personal computers with word processing, database, desktop publishing, and spreadsheet applications.
- Type at a minimum rate of 45 words per minute from clear, legible copy and pass a qualifying clerical test.
- Effectively communicate both orally and in writing.

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate.
- Sufficient visual acuity to recognize words letters and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Ambulatory ability to retrieve work materials.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school is required plus a minimum of one year of post-secondary course work in secretarial science or a related business. A minimum of 4 years of progressively responsible experience, is desired. Additional experience may substitute for education.

LICENSES AND CERTIFICATES

Typing certificate for 45 w.p.m.