

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: STAFF SECRETARY I**

#### **BASIC FUNCTION:**

Under direction of a Coordinator or similar-level supervisor, organize and coordinate the day-to-day operation of the office and assure its overall efficiency and effectiveness; coordinate communications and the flow of paperwork, perform a variety of complex secretarial and clerical duties and provide general support to assigned supervisor; prepare documents and materials using automated equipment.

**DISTINGUISHING CHARACTERISTICS:** This classification is distinguished from other levels of the Staff Secretary series in that a Staff Secretary I provides secretarial, clerical and office coordinator support for a college department of moderate size and complexity while a Staff Secretary II independently coordinates the office services and activities of a large instructional division office under minimal direction of a Division Chair and also provides administrative assistance and support to the Division Chair. A Staff Secretary III provides secretarial, clerical and office coordinator support for the Manager of a District-wide multi-function division.

#### **REPRESENTATIVE DUTIES:**

Perform secretarial duties and relieve the supervisor of a variety of clerical, technical and routine administrative duties; facilitate communications between the supervisor and staff, public and other campus personnel; guide students, faculty and staff in locating and using resources.

Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.

Train and provide work direction to others as assigned; recommend new and revised office procedures as appropriate.

Collect and compile statistical and financial data and other information for inclusion into special and periodic reports.

Assist in monitoring budget expenditures and maintaining financial records; order and maintain office supplies and other materials; maintain current account balances.

Communicate information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary.

Coordinate activities of assigned office between the supervisor and staff, the public or other District or campus officials.

## **STAFF SECRETARY I (CONTINUED)**

Receive, open and distribute mail; receive visitors, arrange travel, schedule appointments, answer telephone calls and refer to appropriate staff members.

Operate a computer terminal for the preparation and maintenance of a variety of complex documents, correspondence, reports and related materials; assist students, faculty and staff with computer operation.

Edit and prepare a variety of correspondence, memoranda, reports and other materials; record and transcribe minutes; compose routine correspondence; maintain a variety of records and files.

Establish and maintain positive staff and public relations.

Coordinate, arrange and schedule a variety of meetings, conferences, campus visitations, field trips, workshops and other gatherings as assigned.

Operate a variety of office machines and equipment, including typewriter, copier and calculator.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Correct operations, procedures and methods of office to which assigned.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Receptionist and telephone techniques.

Oral and written communication skills.

District organization, operations, policies and objectives.

#### **ABILITY TO:**

Plan, schedule and perform a wide variety of secretarial, clerical and typing duties in support of assigned department.

Assemble diverse data and prepare clear and concise reports.

Maintain complex and varied files and records.

Type at 45 words net per minute from clear copy.

Interpret and apply specific rules, policies and procedures of the specific office or program to which assigned.

Operate a variety of office machines and equipment, including typewriter, computer terminal, word processing software, calculator and copier.

Establish and maintain cooperative and effective working relationships with others.

## **STAFF SECRETARY I (CONTINUED)**

- Provide work direction and guidance to others.
- Work confidentially with discretion.
- Make arithmetic calculations.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Prepare reports, correspondence and related materials.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science and three years of increasingly responsible clerical experience or one year of secretarial experience.

**LICENSE AND OTHER REQUIREMENTS:** Some positions in this classification may be required to possess a valid California driver's license.

**WORKING CONDITIONS:** Work is typically performed in an office environment subject to continual interruptions. The work environment is sometimes noisy.

**PHYSICAL DEMANDS:** Employees in this class regularly sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person, see to read fine print and operate office machines, and lift, carry and/or move objects weighing up to 10 pounds. Incumbents frequently travel to other campus locations to attend meetings or to pick up or deliver materials.