Secretary

This position is assigned duties and responsibilities for providing administrative support for program areas and support functions, or serve as an assistant to, or provide administrative support to a certified or non-certified administrator. This may include supervising an administrative or clerical unit, and responsibility for an administration program providing various services to district customers.

DUTIES & RESPONSIBILITIES

Duties & responsibilities may vary by campus, but may include the following:

- Train other staff.
- Initiates correspondence requiring knowledge of agency or procedures and policies.
- Develops and maintains confidential files.
- Prepares invoices and payments, requisitions, purchase orders and other fiscal duties.
- May supervise subordinate staff.
- Represents agency, supervising administrator, or program area at meetings, conferences, or civic organizations.
- Coordinates activities with internal and external customers.
- Enters and retrieves information using Personal Computer or other data processing equipment and receives and reviews documents and makes routine corrections.
- Opens, scans or reads and distributes mail; composes official correspondence for supervisor’s signature, disposes of routine correspondence.
- Screens telephone calls; provides information or refers callers to appropriate staff members; answers inquiries.
- Receives visitors; answers inquiries personally or refers to appropriate staff members.
- Arranges for conferences and meetings.
- Other duties as assigned and/or directed.

Incumbents should possess basic knowledge of the procedures and techniques of business communications; of spelling, punctuation, computer operations and of business arithmetic and public relations. Incumbents should have the ability to type accurately, and handle confidential work with tact and discretion; to exercise judgment in interpreting and applying rules or policy; and to establish and maintain working relationships with others.

Education and Experience requirements consist of a High School Diploma or GED.

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.

Revised/Adopted: 05/13/2008