

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

SECRETARY

Salary Range 12

BASIC FUNCTION:

Under the direction of an assigned supervisor, plans, schedules and perform a wide variety of secretarial, clerical and typing duties in support of assigned department or function. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Performs a full range of secretarial duties and assists the supervisor with a variety of clerical, technical and routine administrative duties; facilitates communications between the supervisor and staff, other departmental staff, faculty, students, the general public, community organizations, and governmental agencies. (E)
- Performs a variety of administrative duties and responsibilities that are specific to the assigned department and performs variety of specialized projects as assigned. (E)
- Provides information to student, staff, and the general public at the department counter regarding departmental programs, services, policies and regulations. (E)
- Types, reviews and proofs documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations. (E)
- Operates computer equipment for the preparation and maintenance of a variety of documents, correspondence, reports and related materials; performs data entry and retrieval to record information and conducts various types of analysis; utilizes word processing and other software programs as required by the class responsibilities; makes service calls for copier and computer equipment. (E)
- Establishes and maintains a variety of logs, files and records. (E)
- Collects and compiles statistical and financial data and other information for inclusion into special, periodic and progress reports; produces variety of departmental reports. (E)
- Monitors budgets and maintains financial records for the assigned department; orders and maintains office supplies and other materials; maintains current account balances. (E)
- Communicates information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary. (E)
- Coordinates activities and events of assigned office between the supervisor and staff, the public or other District officials. (E)
- Receives, opens and distributes mail; receives visitors, arranges travel, maintains supervisor's calendar, schedules appointments, answers telephone calls and refers to appropriate staff members. (E)
- Composes correspondence, memoranda, and other materials independently or from brief oral instructions from supervisor; records and transcribes minutes from various meetings. (E)
- Advertises, interviews, trains and provides work direction to others as assigned and prepares associated paperwork related to student and hourly workers; recommends new and revised office procedures as appropriate. (E)
- Establishes and maintains positive staff and public relations. (E)
- Generates purchase and warehouse requisitions for equipment, services, and grant-related workshops and seminars. (E)
- Arranges and schedules a variety of meetings and conferences including room scheduling, equipment reservations, and travel reservations. (E)
- Operates a variety of office machines and equipment, including typewriters, copiers, calculators and transcription equipment. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by college-level course work in business, secretarial science or related field and two years of responsible secretarial and clerical experience.

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 50 words net per minute from clear copy.

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

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

Establish and maintain cooperative and effective working relationships with others.

Provide work direction and guidance to others as assigned.

Work confidentially with discretion.

Add, subtract, multiply and divide quickly and accurately.

Work independently with little direction.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Prepare reports, correspondence and related materials.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may be required to possess a valid California driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, and the general public.

PHYSICAL EFFORT:

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to maintain files.

WORKING CONDITIONS:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work as required by position.