

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY II

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an administrator at the Dean-level, organize and perform a variety of advanced and specialized secretarial and administrative assistance duties to assist the administrator and other division personnel with the coordination and processing of administrative details, communications, programs and services.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Administrative Secretary II classification provide a variety of advanced secretarial and administrative support tasks involving greater complexity in support of an administrator at the level of a Dean. Administrative Secretary II incumbents provide a variety of skilled administrative and secretarial support tasks in support of a Director-level administrator.

REPRESENTATIVE DUTIES:

Organize and manage day-to-day activities of an assigned office to ensure efficient and effective office operations; coordinate communications between faculty, students, College services and the public; assist the administrator and other division personnel with advanced and complex administrative and secretarial support activities and details. *E*

Perform a variety of duties independently in support of functions delegated to the assigned administrator; interpret and apply rules and regulations as appropriate. *E*

Coordinate communication between the administrator and staff, the public or other District officials; obtain and provide information regarding programs, services and requirements and assist in resolving questions and issues as appropriate. *E*

Type and compose a variety of materials such as correspondence, reports, forms, lists, handbooks, flyers and other documents; format, proofread and prepare materials on a computer. *E*

Transcribe dictation of letters and memoranda, including confidential material as required by the position; prepare correspondence and memoranda independently or from oral instructions. *E*

Prepare meeting agenda items; attend and participate in meetings; take meeting minutes and distribute to appropriate personnel as assigned. *E*

Operate a computer terminal and standard office equipment to enter data, maintain

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records and generate reports; utilize word processing, spreadsheet, database and other software required by the position. *E*

Maintain and process faculty evaluations as assigned; type student comments; foreword recommendations from tenure committee and the Dean for Board approval. *E*

Prepare contracts for faculty that are not auto-generated by MIS; assist in the preparation of the semester schedule; monitor and calculate faculty teaching loads; submit teaching load information to the Coordinator of Curriculum and Scheduling. *E*

Provide support for new and returning faculty in their assigned division on and subsequent to flex day; provide contracts for signature, timesheets, and informational packets. *E*

Assist with orientations and registration for various divisional programs and services; assist in distributing and explaining information to faculty, students and parents. *E*

Respond to instructional-related questions from students and contact students when classes are canceled in their divisional area. *E*

Train and provide work direction to student assistants and clerical personnel as assigned; organize, monitor and adjust clerical assignments to ensure timely and proper completion; ensure time records for faculty and office personnel are accurate and submitted in a timely manner. *E*

Perform receptionist duties, greeting office visitors and initiating and answering telephone calls; screen and direct calls and visitors to appropriate personnel; take and relay messages as necessary.

Maintain and organize a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information related to District, personnel or controversial matters. *E*

Compile information and data for reports and assist in the preparation of reports as required; review, check, correct and compile information; verify data for accuracy, completeness and compliance with established procedures. *E*

Schedule meetings, conferences and appointments for assigned administrator; maintain appointment calendar for administrator and other department personnel; make travel arrangements as required. *E*

Compile information and assist in the development of the annual budget request; research and calculate costs; verify calculations; process requisitions; prepare budget transfers. *E*

Coordinate communications and activities with other educational institutions, vendors, other outside organizations and the public; respond to requests for information from

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students, staff and the general public regarding District programs, policies, procedures and regulations. *E*

Receive, open and route mail; order, issue and maintain department supplies, forms, and equipment; monitor and maintain office supplies budget.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies and rules of assigned department or program.

Modern office practices, procedures and equipment.

District organization, operations, policies and objectives.

Record-keeping techniques.

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

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Téléphone techniques and etiquette.

Public relations techniques.

ABILITY TO:

Perform advanced secretarial and administrative assistance duties requiring independent judgment and thorough knowledge of division and District policies.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Add, subtract, multiply and divide quickly and accurately.

Train and provide work direction to others.

Organize, coordinate and oversee office activities.

Type at an acceptable rate of speed.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Meet schedules and time lines.

Prepare reports by gathering and organizing data from a variety of sources.

Work confidentially with discretion.

Complete work with many interruptions.

Operate a variety of office equipment such as a calculator, copier and facsimile machine.

Operate a computer terminal and microcomputer to enter data, maintain records and generate reports.

Make arrangements for meetings and conferences.

Maintain a variety of files, records and logs including financial and statistical data.

Plan and organize work.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by college courses in secretarial science or related field and four to five years of increasingly responsible secretarial experience.

LICENSE AND OTHER REQUIREMENTS:

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

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is required to perform light lifting; bend at the waist; sit and view a computer monitor for extended periods of time; use hands and fingers to operate a computer keyboard or other office equipment; speak and hear to exchange information. Incumbent may be occasionally exposed to dissatisfied or abusive individuals.