

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ADMINISTRATIVE SECRETARY I**

**FLSA STATUS: NONEXEMPT**

**BASIC FUNCTION:**

Under the direction of a Director-level administrator, plan, schedule and perform a wide variety of skilled administrative, secretarial, clerical and typing duties in support of the administrator and the department's personnel, programs and services.

**DISTINGUISHING CHARACTERISTICS:**

Administrative Secretary I incumbents provide a variety of skilled administrative and secretarial support tasks in support of a Director-level administrator. 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.

**REPRESENTATIVE DUTIES:**

Perform skilled administrative and secretarial duties and assist the supervisor and other department personnel with a variety of technical clerical and routine administrative duties; facilitate communications between the supervisor and staff, public and other campus personnel. *E*

Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; maintain confidential records and files; compose routine correspondence independently or from brief oral instructions from the supervisor. *E*

Operate computer equipment for the preparation and maintenance of a variety of documents, correspondence, reports and related materials; operate a variety of standard office equipment; utilize word processing or other software as required by the position; operate a transcription machine to transcribe dictation as assigned. *E*

Collect and compile statistical and financial data and other information for inclusion into special and periodic reports; compose reports, letters and other written materials as directed. *E*

Create and maintain various informational databases related to department programs and services. *E*

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

Monitor student documentation to ensure students are eligible for participation in various

College programs and services.

Communicate information in person or by telephone where judgment, knowledge and interpretation of departmental policies, procedures and regulations are necessary; communicate with and assist students, faculty, parents and the general public.

Coordinate activities of assigned office between the supervisor and staff, the public or other District officials; assist with various committees related to department programs and services.

Develop flyers, bulletins and other informational pieces to notify the College and the public of departmental events, operations, programs and services.

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

Train and provide work direction to others as assigned; ensure timesheets are accurately and timely sent to Payroll; recommend new and revised office procedures as appropriate.

Establish and maintain positive staff and public relations.

Arrange and schedule a variety of meetings workshops, and conferences.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

Modern office practices, procedures and equipment.

District organization, operations, policies and objectives.

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.

**ABILITY TO:**

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

Assemble diverse data and prepare clear and concise reports.

Maintain complex and varied files and records.

Learn, apply and explain policies, procedures, regulations and other guidelines of departmental operations.

Type at an acceptable rate of speed.

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

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

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

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

Provide work direction and guidance to others as assigned.

Work confidentially with discretion.

Assist with budget development and control.

Work independently with little direction.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

**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 three years of responsible secretarial and clerical experience.

**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; 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.