

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: SECRETARY TO THE OFFICE OF THE SUPERINTENDENT/PRESIDENT**

#### **BASIC FUNCTION:**

Under the direction of the Administrative Assistant to the Superintendent, perform a variety of skilled and specialized secretarial duties in support of the Superintendent/President's office; analyze and resolve difficult and sensitive situations.

#### **REPRESENTATIVE DUTIES:**

Perform a wide variety of secretarial duties of a confidential nature requiring judgment and initiative; establish and maintain positive staff and public relations. *E*

Greet and screen visitors and telephone calls and refer to appropriate offices; provide information and assistance in person or by telephone regarding established policies and procedures to students, staff and the general public. *E*

Take and transcribe dictation; draft, prepare and edit a variety of correspondence, minutes and other materials; compose routine correspondence; review and proof documents for accuracy, completeness and conformance to applicable rules and regulations. *E*

Schedule meetings, type and distribute meeting notices and agendas; assist in the maintenance of the electronic calendar; record and transcribe minutes of meetings. *E*

Prepare and maintain complex and interrelated records and files, including those of a confidential nature. *E*

Serve as liaison between the administrator, public, students, staff and other campus officials; analyze and resolve difficult and sensitive situations. *E*

Operate computer terminal, related equipment and multiple computer software programs; operate a variety of office machines and equipment, including microfiche camera and reader. *E*

Prepare requisitions for supplies and equipment; order and maintain office supplies. *E*

Make travel arrangements and process necessary district travel forms. *E*

Assist in the preparation of governing board agenda and enclosure materials; attend governing board meetings; assist in the preparation of governing board minutes.

Assist in policy and legal research projects.

Receive, open, sort and distribute mail.

Assist in providing work direction to student workers as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District organization, operations, policies and objectives.

Operation, procedures, and precedents of Superintendent/President's office.

Modern office policies, practices, methods, procedures and equipment.

English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic operation and procedures of computer system and multiple computer software programs.

Applicable sections of state education code.

Telephone techniques and etiquette.

Record-keeping techniques.

**ABILITY TO:**

Perform difficult and complex secretarial assignments.

Assemble diverse data; prepare reports, correspondence and related materials.

Maintain confidential, complex and interrelated files and records.

Work confidentially with discretion.

Type accurately at 60 words net per minute.

Perform various entry functions on computer terminal.

Record and transcribe dictation at an acceptable rate of speed.

Interpret and apply district rules, policies and procedures.

Operate a variety of standard office equipment including electronic typewriter, calculator, computer terminal, microfiche camera and reader.

Establish and maintain effective working relationships with others.

Provide work direction and guidance to others.

Make mathematical calculations.

Understand and follow oral and written directions.

Work independently with minimum of direction.

Communicate effectively with others, both orally and in writing.

Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in secretarial science and office automation and two years secretarial experience in an administrative office.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to review and assure accuracy and completeness of various documents.

Reaching overhead, above the shoulders or horizontally to retrieve and store files.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.