

EDUCATION CENTER SECRETARY

DEFINITION

To perform a wide variety of highly complex, responsible, sensitive and independent secretarial duties for an education center director; and to assist the director with a variety of routine administrative and office details.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Center Director.

May exercise technical or functional supervision over hourly classified and student employees.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Schedule appointments and maintain the calendar; take and transcribe dictation; type general and confidential correspondence, reports, memoranda, and general forms; screen visitors and phone calls.

Coordinate work flow; set priorities and assign tasks to student assistants; select, train, and supervise student assistants.

Research, compose and prepare reports, rosters, and instructor load reports; prepare textbook requests.

Serve as secretary for various committee and organization meetings; prepare agendas and minutes.

Research and analyze data for special projects; make recommendations for changes in policy and procedure.

Respond to complaints and requests for information in relation to the intent, coverage, and content of instructions, guides, precedents, routine policies and procedures; assist students, public, and faculty.

Participate and assist in the administration of the office to which assigned; prepare comprehensive reports, compile annual budget request, and recommend expenditure request for designated accounts; review logs, determine priority of and route correspondence; order, receive, and store a variety of office supplies and supplies for instructors.

Provide clerical support at supervisor's direction for Center personnel working on projects necessary for Center operation.

Compile and keep current key data reports on Center operations and enrollments.

Independently respond to letters and general correspondence of a routine nature.

Coordinate activities and communication between the President, Deans, Center Director, District and Center Offices.

Perform related duties as assigned.

(Over)

MINIMUM QUALIFICATIONS

Knowledge of:

Word processing equipment; office equipment, procedures and practices including filing systems, receptionist and telephone techniques; letter and report writing.
English usage, vocabulary, spelling, grammar, and punctuation.

Skill to:

Perform difficult and responsible secretarial and clerical work with speed and accuracy.
Analyze situations and make decisions in procedural matters without immediate supervision.
Prepare and maintain accurate and complete records and reports.
Make mathematical calculations with speed and accuracy.
Type at a speed of not less than 50 net words per minute from clear, legible copy.
Communicate effectively and tactfully in both oral and written form.
Understand and carry out both oral and written instructions in an independent manner.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Five years of increasingly responsible experience performing duties comparable to those performed by an Administrative Secretary in the District.

Training:

Equivalent to completion of the twelfth grade, including or supplemented by specialized secretarial training.

(dictation requirement removed 1999)