

SECRETARY I
(Bargaining Unit Position)
(Range 21)

DEFINITION

Under general supervision, perform a variety of secretarial and clerical work requiring considerable contact with the public, other college employees and administrators; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Secretary I class is distinguished from other positions in the Secretarial Series in that incumbents provide basic secretarial support to an assigned administrator or supervisor and provide clerical services for faculty when assigned to an instructional division. Employees in this classification generally work within general guidelines. Some positions in this classification may be required to take dictation and transcribe notes.

ESSENTIAL FUNCTIONS

- Serve as receptionist, screen office callers, and answer telephones;
- Provide information regarding departmental and area programs and related activities;
- Receive and attempt to resolve complaints by use of knowledge of departmental policies and general rules and regulations;
- Maintain office records and files;
- Check and review a variety of data and other material for completion and conformity with established regulations, procedures, and departmental college policy;
- Assemble data and information for various reports and records as required;
- Type, duplicate, and collate examinations and other instructional material as well as letters, reports, memos, and other documents including materials of a confidential nature; compile, type and reproduce a variety of reports and forms requiring some independent interpretive judgment;
- Maintain a supervisor's schedule of appointments and remind supervisor of meetings and appointments;
- Develop drafts for correspondence as necessary;
- Provide secretarial assistance and information to faculty, students, and the public;
- Communicate effectively and do moderately difficult arithmetic;
- Type accurately and use keyboard equipment at 50 words per minute from clear copy;
- Take dictation at 70 words per minute and transcribe notes accurately, if required;
- Operate standard office equipment including computer terminal for word processing.
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Establish and maintain cooperative working relationships;
- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Understand and carry out oral and written directions;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Work at a desk, conference table, or in meetings of various configurations;
- Lift and/or carry 5 pounds;

- Perform other related duties as assigned.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

DESIRABLE QUALIFICATIONS

Education:

- Equivalent to graduation from the twelfth grade; Associate degree preferred.

Experience:

- Two years of general clerical and/or secretarial experience which includes the use of keyboard and other modern office equipment and one year of experience at the level of Clerical Assistant III or equivalent. Education beyond the minimum required may be substituted for up to a maximum of two years of experience.

Knowledge of:

- Modern office methods, procedures and practices;
- Correct English, spelling, punctuation and grammar;
- Analyzing situations accurately to adopt an effective course of action in accordance with rules and regulations.

Board of Trustees Approval: 9-91
Revised: 5-94
Salary Increased, Reclassification: 1-2008