

SECRETARY III
(Bargaining Unit Position)
(Range 27)

DEFINITION

Under direction, serve as secretary to a college administrator such as a Dean or Director; to relieve the administrator of routine administrative details, perform a variety of complex and responsible secretarial/clerical work; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Secretary III class is distinguished from other classes in this secretarial/clerical series in that incumbents in the position serve as full-time secretary to an administrator such as a Dean or Director responsible for administering college-wide programs that affect and directly involve all levels of College organization; are required to possess extensive knowledge of college organization, programs, policies, and rules; and perform difficult, complex, and responsible secretarial/clerical work requiring the interpretation of written and/or financial documents, the ability to independently assemble data and information, and the ability to compile reports that require considerable independent judgment.

Incumbents in this position support student learning outcomes and institutional effectiveness by serving as the first contact and main support for staff, students and College Administrators. In addition, incumbents in the position play a key role in the accurate and timely production of the class schedule.

ESSENTIAL FUNCTIONS

- Organize and oversee the day-to-day operation of the assigned office;
- Train and oversee the work of clerical assistants and student workers;
- Take dictation at 110 words per minute and transcribe it for letters, memoranda, reports, meeting minutes and notices;
- Screen callers, secure and provide information;
- Make appointments for administrator and remind him/her of appointments;
- Interpret college policies and procedures to the public, staff and students;
- Compose letters and memos independently and from general directions;
- Arrange meetings and notify persons to be present;
- Independently assemble financial and/or program data and information required for reports; compile reports for administrator's review;
- Organize information and data; type and assemble reports for federal, state, and local agencies;
- Assemble curriculum changes approved by Curriculum Committee for presentation to Cabinet, Board of Trustees, and various state agencies for approval;
- Follow up to ensure that approved courses are published in the school catalog;
- Independently assemble and organize information and financial data for reports, operating manuals, and schedules such as the college class schedule and the faculty teaching schedule;
- Assume responsibility for follow-through so that preparation for monthly or yearly activities is completed on a timely basis, including development and duplication of necessary forms, room reservations, and notify all concerned;
- Provide support materials and minutes for councils and committees;
- Perform and proofread data entry for schedule and/or catalog production;

- Maintain a variety of files, including materials for staff development activities, sabbatical leave, faculty evaluation, new faculty orientation, evening supervision, and program review;
- Assist in preparation of budget estimates;
- Perform other related duties as required.

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

QUALIFICATIONS

Education:

- Associate degree including one year of coursework in secretarial science, public relations, and record keeping.

Experience:

- Either three years of secretarial experience equivalent to the Secretary II level at Cuesta College or four years of increasingly responsible secretarial/clerical experience;
- Secretarial/clerical experience in a school or community college preferred;
- Education beyond the minimum required may be substituted for experience.

Or any equivalent combination of education and experience.

Knowledge of:

- College organization, policies, rules, and programs;
- Modern office methods and practices, equipment, filing procedures, receptionist and telephone techniques;
- Principles of business letter and report writing;
- Computer programs necessary for record keeping and databases;
- Correct English usage: grammar, spelling, vocabulary and punctuation.

Ability to:

- Type 50 words per minute from clear copy;
- Operate a desktop computer and associated software including word processing, spreadsheet, presentation and/or database software or systems;
- Maintain confidentiality of personnel matters;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with administration, faculty, staff, students, and others contacted in the performance of duties;
- Communicate effectively orally and in writing;
- 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.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Maintain manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates:

- Possess typing certificate demonstrating at least 50 wpm.

CCCUE Approval: 05/1994; 12/13/2011;
Board of Trustees Approval: 05/1994; 01/04/2012;