Summary

Performs specialized secretarial and administrative support duties, including (but not limited to) transcribing of specialized or technical notes, composing of original documents, administration of office routines and systems, processing of financial transactions, and reception. Assists with administrative projects and programs that impact and/or involve other organization units and locations.

Distinguishing Career Features

The Administrative Secretary I provides administrative and senior-level secretarial support, requiring competencies such as the ability to independently carry out projects that involve other departments and sites, coordinates information gathering for reports and special studies, conducts research, and disseminates and maintains information designated for wide distribution. The Administrative Secretary I may require reporting to a higher level manager, director, or Dean.

Essential Duties and Responsibilities

- Performs technical and administrative support involving a working understanding of the functions and procedures of the organization unit to which assigned, with a working knowledge of functions and procedures of other units.

- Responds to inquiries and conveys information about programs and services provided by the organizational unit and District. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate manager or administrator.

- Prepares class assignment lists and participates in setting up assignments to conform to business and academic calendars and cycles. Identifies and sequences work routines, reports, and projects to conform to expected deadlines and/or time lines.

- Provides administrative support to projects, committees, and other special processes. Gathers information, prepares forms, revisions, and final documents in support of proceedings.

- Takes notes and transcribes recorded and verbal dictation as assigned. Types (keyboards) from rough drafts or instructions a variety of materials such as letters, memoranda, reports and statistical data. Composes original correspondence and forms on routine department matters.

- Receives visitors and answers telephone. Screens callers, handles routine matters, provides information, and/or routes calls to administrators as necessary.

- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times.
- Maintains records and assists in the preparation of departmental/divisional reports by gathering and summarizing information from a variety of sources.

- Assists with development of organizational unit budget proposals by collecting information and maintaining communications with work sections on status and information needs.

- Maintains approved budgets and transaction records, including those for projects and grant-funded activities. Maintains records and processes payroll information.

- Receives, processes, and may reconcile documents for expenditures. Prepares requisitions and claims for reimbursement.

- Prepares, processes, and enters to a payroll system data entry screen, timecard information for employees in the organization unit.

- Orders merchandise and services from pre-approved purchase orders and within authorized spending limits.

- Initiates documentation for budget allocation changes and reassignments of funds to and from various accounts, working with accounting staff to assure compliance.

- May update and modify web site pages using established formats and standards.

- Maintains currency of knowledge and skills related to the duties and responsibilities.

- Performs other related duties as assigned.

Qualifications

- **Knowledge and Skills**

  The position requires working knowledge of modern office practices, procedures, and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires working knowledge of District and department operations, policies, procedures, and calendars. Requires working knowledge of Education Codes applicable to the area of assignment. Requires a working knowledge of, and skill at using personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, basic presentation graphics, special applications used by the organization unit, and data entry onto custom databases. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skills to convey technical concepts to others, and present a positive image of the department and College, and exercise sensitivity and courtesy when dealing with diverse populations.

- **Abilities**

  Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of district and organization unit services, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve others of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and
charts, and enter, import, and export data to and from databases and college information systems. Requires the ability to deal with private/confidential information contained in student files or for employee and administrative matters. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to maintain productive and cooperative working relationships with staff, students, external organizations, and the public.

- **Physical Abilities**
  The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various district locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and use other standardized office equipment.

- **Education and Experience**
  The position requires a high school diploma, or the equivalent, plus college coursework in relevant secretarial or business related courses and four years of experience. Additional secretarial experience may substitute for some post-secondary education.

- **Licenses and Certificates**
  May require a valid driver’s license.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.