

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIO

Complete special assignments and projects as requested by the Vice President's Administrative Assistant; provide assistance to assure efficient office operations.

In the absence of division office staff, rece

ABILITY TO:

Perform complex and technical secretarial duties in support of Academic Services activities.

Plan, organize and schedule work in order to meet schedules and timelines effectively.

Learn department and program objectives and goals.

Read, interpret, apply and explain college policies, procedures and regulations, directives and reports.

Communicate effectively both orally and in writing.

Compile information and compose routine reports and business correspondence using correct English, grammar, spelling, punctuation and vocabulary.

Perform multiple projects concurrently and meet fluctuating deadlines.

Effectively present information in person and on the telephone.

Operate a microcomputer with electronic mail, scheduling, word processing, database management and spreadsheet software.

Operate office equipment such as a typewriter, copier, calculator, electronic telephone system, voice mail and facsimile machine.

Type, format, proofread, duplicate and distribute documents and other written materials.

Add, subtract, multiply and divide quickly and accurately.

Scan records for electronic recordkeeping and storage according to established policies and procedures.

Work effectively and independently with little direction and minimal supervision.

Perform assigned work with speed and accuracy.

Establish and maintain cooperative and effective working relationships with others.

Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact diplomacy and courtesy.

Work confidentially and with discretion.

Prepare and maintain accurate records.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school including or supplemented by course work in business or office practices and six years of increasingly responsible clerical experience, or two years of increasingly responsible secretarial experience, involving the operation of microcomputers using word processing, spreadsheet and data base management applications software.

WORKING CONDITIONS: Work is typically performed in a community college instructional office environment subject to continual interruptions. The work environment is sometimes noisy.

PHYSICAL DEMANDS: Employees in this class regularly sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person, see to read fine print and operate office machines, and lift, carry and/or move objects weighing up to 10 pounds. Incumbents may travel to other campus locations to attend meetings or to pick up or deliver material.