

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STAFF SECRETARY I

BASIC FUNCTION:

Under direction of a Coordinator or similar-level supervisor, organize and coordinate the day-to-day operation of the office and assure its overall efficiency and effectiveness; coordinate communications and the flow of paperwork, perform a variety of complex secretarial and clerical duties and provide general support to assigned supervisor; prepare documents and materials using automated equipment.

DISTINGUISHING CHARACTERISTICS: This classification is distinguished from other levels of the Staff Secretary series in that a Staff Secretary I provides secretarial, clerical and office coordinator support for a college department of moderate size and complexity while a Staff Secretary II independently coordinates the office services and activities of a large instructional division office under minimal direction of a Division Chair and also provides administrative assistance and support to the Division Chair. A Staff Secretary III provides secretarial, clerical and office coordinator support for the Manager of a District-wide multi-function division.

REPRESENTATIVE DUTIES:

Perform secretarial duties and relieve the supervisor of a variety of clerical, technical and routine administrative duties; facilitate communications between the supervisor and staff, public and other campus personnel; guide students, faculty and staff in locating and using resources.

STAFF SECRETARY I (CONTINUED)

Receive, open and distribute mail; receive visitors, arrange travel, schedule appointments, answer telephone calls and refer to appropriate staff members.

Operate a computer terminal for the preparation and maintenance of a variety of complex documents, correspondence, reports and related materials; assist students, faculty and staff with computer operation.

Edit and prepare a variety of correspondence, memoranda, reports and other materials; record and transcribe minutes; compose routine correspondence; maintain a variety of records and files.

Establish and maintain positive staff and public relations.

Coordinate, arrange and schedule a variety of meetings, conferences, campus visitations, field trips, workshops and other gatherings as assigned.

Operate a variety of office machines and equipment, including typewriter, copier and calculator.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct operations, procedures and methods of office to which assigned.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Receptionist and telephone techniques.

Oral and written communication skills.

District organization, operations, policies and objectives.

ABILITY TO:

Plan, schedule and perform a wide variety of secretarial, clerical and typing duties in support of assigned department.

Assemble diverse data and prepare clear and concise reports.

Maintain complex and varied files and records.

Type at 45 words net per minute from clear copy.

Interpret and apply specific rules, policies and procedures of the specific office or program to which assigned.

Operate a variety of office machines and equipment, including typewriter, computer terminal, word processing software, calculator and copier.

Establish and maintain cooperative and effective working relationships with others.

STAFF SECRETARY I (CONTINUED)

Provide work direction and guidance to others.
Work confidentially with discretion.