



SECRETARY, SENIOR

SALARY GRADE: [C1-41](#)

DEFINITION:

Under the direction of an assigned supervisor of a major function or program, perform complex, varied and technical secretarial and clerical support services to assist the assigned supervisor with administrative details, organize office activities, and coordinate flow of communications for the assigned supervisor.

DISTINGUISHING CHARACTERISTICS:

The Senior Secretary performs duties as primary secretarial support of a major program. Duties include office management, correspondence, and overall direction of the clerical and secretarial support of the office. The Secretary performs duties as primary secretarial support of a small program. Duties include office management, correspondence, and overall clerical and secretarial support.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform a variety of complex, varied and technical secretarial and clerical duties to assist an assigned supervisor with administrative details; organize office activities and coordinate flow of communications for assigned supervisor.
2. Research and compile a variety of information; compute statistical information for various federal, State and District reports as assigned; process and evaluate a variety of forms related to assigned area.
3. Receive visitors, including administrators, and provide information or direct to appropriate personnel; provide information concerning policies and procedures where judgment, knowledge, and interpretation of procedures and regulations are required.
4. Assure timely communications between assigned office and District employees; make phone calls to receive and transmit information; resolve problems as appropriate.
5. Type a variety of materials including inter-office communications, applications, requisitions, forms, letters, and other materials; establish and maintain files.
6. Schedule and prepare materials for a variety of meetings; prepare and send out notices of meetings; maintain appointment calendar; make travel arrangements as necessary; attend meetings as assigned.
7. Maintain a variety of complex records, lists, files, and records.
8. Order and maintain supplies and materials; prepare purchase requisitions.
9. Receive, open, sort, screen and distribute incoming mail; compose correspondence independently or from oral direction for supervisor's review.
10. Operate a computer and a variety of office equipment as assigned.
11. Train and provide work direction to other clerical staff and student employees.
12. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Department or division rules and programs.
2. Applicable laws, rules, and regulations related to assigned activities.
3. Modern office practices, procedures, and equipment.
4. Telephone techniques and etiquette.
5. Record-keeping techniques and alpha and numeric filing systems.
6. Correct English usage, grammar, spelling, punctuation, and vocabulary.
7. Interpersonal skills using tact, patience, and courtesy.
8. Methods of collecting and organizing data and information.
9. Operation of a computer and assigned software.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform complex, varied and technical secretarial and clerical support services to assist the assigned supervisor with administrative details.
3. Work independently with little direction.
4. Type at an acceptable rate of speed.
5. Compose independently or from oral instructions letters, memos, bulletins or other material.
6. Establish and maintain cooperative and effective working relationships with others.
7. Read, interpret, apply and explain rules, regulations, policies and procedures.
8. Operate a computer and various office equipment.
9. Type at 55 words net per minute from clear copy.
10. Maintain a variety of filing systems.
11. Maintain records and prepare reports.
12. Meet schedules and time lines.
13. Plan and organize work.
14. Communicate effectively both orally and in writing.
15. Complete work with many interruptions.

Education and Experience

Any combination equivalent to:

1. College-level coursework in secretarial science.
2. Four (4) years increasingly responsible secretarial experience.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.

7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

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