

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide administrative support and assistance to the area of assignment; perform a wide variety of complex secretarial and clerical duties for a department or office.

REPRESENTATIVE DUTIES:

Assist in the administration of the office to which assigned; evaluate activities of assigned area; recommend improvements and modifications; review and evaluate work products, methods and procedures. *E*

Recommend and assist in the implementation of goals and objectives; provide or coordinate staff training; implement policies and procedures. *E*

Research, compile, analyze and summarize data for special projects, programs and comprehensive reports; develop and coordinate or perform the implementation of special projects and programs. *E*

Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; receives and routes mail. *E*

Coordinate and participate in meetings related to area of assignment; take and transcribe minutes; disseminate information, coordinate projects, and implement procedural changes in follow-up on action items. *E*

Process personnel actions for new hires; participate in the recruitment of staff as directed; monitor faculty load; coordinate and maintain performance evaluation schedules for staff. *E*

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures and budget accounts; respond to budget inquiries from college staff. *E*

Maintain calendars of department or office activities, meetings and events; coordinate activities with other departments, offices, students, the public and outside agencies. *E*

Organize and maintain complex and confidential filing systems; operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain disk storage and filing. *E*

Prepare or review for completeness and conformity to established regulations and procedures a variety of forms, reports, summaries, and contracts. *E*

Independently compose correspondence related to assigned area; maintain a variety of manuals, codes, handbooks, and directories. *E*

Prepare or direct the preparation of annual, quarterly or administrative reports. *E*

Exercise functional and technical direction over assigned clerical staff.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of fiscal, statistical and administrative research and report preparation.

Modern office procedures, methods and computer equipment.

Rules, regulations, policies and procedures of the community college system.

Business letter writing and report preparation.

Principles and procedures of financial record-keeping and reporting.

Basic budgeting procedures and techniques.

English usage, spelling, grammar and punctuation.

Public relations techniques.

Principles and practices of providing work direction and guidance.

ABILITY TO:

Work cooperatively with other departments, offices, students and outside agencies.

Understand the organization and operation of the district and of outside agencies as necessary to assume assigned responsibilities.

Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.

Perform responsible secretarial work involving the use of independent judgment and personal initiative.

Provide work direction and train assigned staff.

Analyze situations accurately and adopt an effective course of action.

Operate a computer and related peripheral equipment.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain office policies, procedures, rules and regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized secretarial or office administration training and five years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | h. | Ability to carry <u>10</u> lbs. |
| <u>3</u> | i. | Ability to operate office equipment. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.