

**San Jose/Evergreen Community College District
Classified Job Description**

Position: Administrative Secretary

Department: various

Location: EVC or SJCC

Date: May 13, 2008

POSITION PURPOSE

Under general supervision, performs a variety of advanced administrative and secretarial support to a College Vice President. Incumbents in this class may be responsible for overseeing day-to-day office functions, and are responsible for difficult and responsible duties assigned to classes in the series. Employees at this level are fully trained in all procedures related to the assigned area of responsibility.

KEY DUTIES and RESPONSIBILITIES

1. Exercise independent judgment in relieving a Vice President of actions not requiring his/her immediate attention.
2. Screen office and telephone calls; respond to sensitive complaints and requests for information from the general public, students, faculty, and staff; resolve concerns and complaints; refer inquiries as appropriate.
3. Establish and maintain a variety of sensitive files and records; research and gather information for special reports.
4. Maintain calendar of department activities, meetings and various events; make reservations for conferences and other events; coordinate travel arrangements for department staff as needed.
5. Maintain a variety of program and departmental budgets; make budget transfers, create purchase orders, and pay vendors.
6. Perform paraprofessional support work as assigned; research questions pertaining to policies and procedures.
7. Perform a variety of administrative, secretarial, and clerical support functions for assigned office activities; independently prepare and send correspondence; respond to letters and general correspondence of a routine nature; prepare reports and graphic materials as assigned.
8. Receive and process agreements; edit and maintain agreements; monitor expiration dates; inform appropriate executive staff.
9. Provide staff support on a variety of boards and committees; prepare agendas and other material; prepare minutes and distribute.
10. Open, sort and distribute mail; identify priority items.
11. Order and maintain adequate supplies as required.
12. Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

1. Organization, time management and standard office procedures.

2. Principles of business letter writing.
3. Advanced principles and procedures of record keeping and reporting.
4. Modern office procedures, methods and computer equipment.
5. English usage, spelling, grammar and punctuation.
6. Basic mathematical principles.

Skills and Abilities:

1. Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative.
2. Interpret and apply administrative and departmental policies, procedures, laws and regulations.
3. Work independently in the absence of supervision.
4. Compile and maintain sensitive records.
5. Independently prepare correspondence and memorandums.
6. Type at a speed necessary for successful job performance.
7. Manage and maintain multiple budgets.
8. Maintain effective audio visual discrimination and perception needed for making observations, communicating with others, reading and writing, operating assigned equipment, handling varied tasks simultaneously.
9. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include standing or sitting for extended periods of time, operating assigned equipment, typing for extended periods of time.
10. Maintain mental capacity which allows the capability of making sound decisions, answering questions, and demonstrating intellectual capabilities

Education and Experience:

1. Education equivalent to a high school diploma or GED supplemented by specialized administrative secretarial training.
2. At least three years of administrative (clerical) experience involving heavy public contact and primary support to management staff.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time, to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operation of office equipment required repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Date Approved: 05-13-08

Salary Range: 100

EEO Category: 2B4 – Secretarial/Clerical