

**San Jose/Evergreen Community College District  
Confidential Position Job Description**

**Position:** Secretary to the Chancellor's Office

**Department:** Chancellor's Office

**College:** District Office

**Date:** October 22, 2013

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**POSITION PURPOSE**

The Secretary to the Chancellor's Office provides responsible and efficient secretarial and administrative support to the Chancellor's Office as well as secretarial functions in support of the Board of Trustees.

**NATURE and SCOPE**

This position is unique as it requires extensive interaction with all district members, including the Board of Trustees, community, faculty, staff and students. The incumbent in this position must possess knowledge and understanding of the district, including the diverse employee and student population. This position reports to the Chancellor with day-to-day direction by the Executive Administrative Assistant to the Chancellor.

**KEY DUTIES and RESPONSIBILITIES**

1. Perform confidential secretarial and administrative activities for the Chancellor's Office; assist in responding to general correspondence of a routine nature; assist in the preparation of reports and graphic materials as assigned; ensure that forms and reports are appropriately distributed.
2. Screen office and telephone calls; serve as a liaison between the Chancellor's Office and college staff, students and the general public; respond to sensitive complaints and requests for information from the general public, students, faculty and staff.
3. Schedule the Chancellor's meetings with district members, Board of Trustees, political leaders and other community members.
4. Prepare the Board Room for board meetings, prepare board binders and other documents used in board meetings; distribute mail and documents to Board of Trustees.
5. Initiate and maintain a variety of confidential files and records including personnel transactions, performance evaluations, payroll, budget, production and cost records; maintain records related to specific area of assignment; input data and maintain computerized data base.
6. Maintain calendars of department activities, meetings and various events; coordinate office accommodations as required; process travel forms and reimbursement requests for Chancellor and Board of Trustees.
7. Research, compile, analyze and summarize data for special projects and reports.

**EMPLOYMENT STANDARDS**

**Knowledge:**

1. Principles and procedures of record keeping and reporting.
2. Word processing methods, techniques and programs.

3. Principles of business letter writing.
4. English usage, spelling, grammar and punctuation.
5. Modern office procedures, methods, computer equipment and office software applications.
6. Principles and techniques used in public relations.
7. Basic mathematical principles.

**Skills and Abilities:**

1. Perform routine secretarial work involving the use of district procedures and processes
2. Work with administrators, staff and students in providing support and assistance to the Chancellor's Office.
3. Interpret and apply administrative and departmental policies and procedures.
4. Operate a variety of office machines including computer devices.
5. Use Microsoft Office software effectively.
6. Maintain confidential and administrative records and files.
7. Communicate clearly and concisely, both orally and in writing.
8. Work independently in the absence of supervision.
9. Establish and maintain cooperative working relationships with those contacted in the course of work.
10. Demonstrate superior public service skills.

**Education and Experience:**

1. Two years of increasingly responsible administrative secretarial experience.
2. Equivalent to completion of the twelfth grade supplemented by specialized secretarial training and/or college level course work.

**WORKING CONDITIONS**

**Environmental Conditions:**

1. Typical office environment.

**Physical Conditions:**

1. Essential and other important functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Date Approved: 10/22/2013

Salary Range: C-80

EEO Category: 2B4 – Secretarial/Clerical