
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT

CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL

POSITION: ADMINISTRATIVE SECRETARY I
DEPARTMENT: EOP&S/CARE DEPARTMENT
FINAL FILING DATE: TUESDAY, SEPTEMBER 23, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)
LOCATION: *SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE
SALARY: \$2771 - \$3040/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$3842/MO.)
COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of a Dean or assigned Director, perform responsible secretarial and administrative support involving the coordination of diverse functions into a cohesive program(s) or service(s).

DISTINGUISHING CHARACTERISTICS: The Administrative Secretary I provides primary secretarial and administrative support for a Dean, or a Director-level manager. The Administrative Secretary II classification performs a broad range of primary secretarial and administrative assistance responsibilities for a Dean, relative to a Division.

REPRESENTATIVE DUTIES:

- Complete complex documents that are imperative to the successful delivery of services or programs in the area of Instructional, Student Services, or Administration (E)
- Maintain complex record-keeping systems and schedules; assist instructional and/or student services staff in developing and coordinating class or program schedules. (E)
- Process a variety of documents relating to personnel, budgeting and curriculum requirements related to an assigned program. (E)
- Coordinate specific activities and events of assigned office and arrange for ancillary services such as program registration, classes, seminars, conferences and fund-raising events as assigned. (E)
- Organize office systems; contribute to the development of office policies and procedures. (E)
- Operate a computer and information systems related to assigned program for input and retrieval of information. (E)
- Type, edit and format a variety of documents; compose correspondence from general instructions. (E)
- Maintain a variety of logs, files and records; control the release of sensitive information to authorized personnel. (E)
- Coordinate between supervisor, program, instructional unit and various groups such as other college staff, students or community groups. (E)
- Maintain calendars, schedule appointments, arrange meetings and make travel arrangements. (E)
- Maintain and audit financial records related to assigned office, monitor budgets and collect and account for money, disburse checks and assist in budget preparation as assigned. (E)
- Prepare reports, Board items, budgets and grant proposals; collect data and provide research assistance for various studies and reports. (E)
- Sort and distribute mail; answer telephones; screen and route calls and visitors; provide information to staff, students and the public regarding programs and functions of assigned office. (E)
- Provide support to faculty or counselors including preparation of book orders, time sheets, orientations, reports, problem-solving and other support as needed. (E)
- Maintain updated knowledge and records of regulations and requirements applicable to assigned office; monitor transactions, programs and services to assure compliance.
- Use a variety of office equipment including computer terminal, personal computer, printer, calculator and copy machines.
- Train and coordinate the work of clerical and student employees as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Specific assigned program area such as procedures, laws, policies and regulations.
- Telephone techniques and etiquette.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.
- Principles of training and providing work direction.
- Basic budgeting practices regarding monitoring and control.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.

ABILITY TO:

- Coordinate program efforts with related outside agencies. (1st responder notifications)
- Utilize program related systems including communication systems and information systems (CLETS, 2-way radio etc.)
- Maintain financial and statistical records.
- Answer telephones and greet the public courteously; work with the public in a professional and courteous manner.
- Operate office machines including a computer and applicable software.
- Type at 55 words net per minute from clear copy.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with District employees, external contact and the public.

- Add, subtract, multiply and divide quickly and accurately.
- Maintain records and prepare reports.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Train and provide work direction to others.
- Learn District and specific program organization, operations, policies and objectives.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Plan and organize work.
- Understand and follow oral and written instructions.
- Laws, rules and regulations related to assigned activities.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by course work in secretarial science and three years responsible secretarial or clerical experience.

ENVIRONMENT:

- Office environment.
- Constant interruptions.
- Hours may vary depending on assignment.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read.

REQUIRED DUTIES:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

*** This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.**

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **TUESDAY, SEPTEMBER 23, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED NOR EMAILED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

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