

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY II

BASIC FUNCTION:

Under the direction of a Dean, relative to a Division, perform a variety of administrative and secretarial duties to relieve the Dean of administrative matters; control the release of sensitive information and exercise considerable initiative and judgment.

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

Coordinate the office and administrative functions of a major educational services unit under the direction of a Dean; communicate between the Dean, faculty, staff and the community; assist in resolving problems and concerns. (E)

Review office activities, policies, systems and procedures and recommend changes. (E)

Develop annual budget request; research and calculate costs; verify calculations made by others; compile information for and make recommendations on projected expenditures. (E)

Audit and control budget accounts and other financial records; notify supervisor of a significant variance and recommend methods of limiting expenditures or transferring funds between accounts; prepare purchase orders and requisitions; maintain inventory of equipment, materials and supplies. (E)

Coordinate the preparation of schedules, college catalog entries and curriculum guides for the unit. (E)

Set up filing, record-keeping and tracking systems, and train others in their use; coordinate the flow of information, including monitoring progress and time lines of projects assigned to others. (E)

Prepare reports, board items and grant proposals; write and maintain procedure manuals. (E)

Prepare meetings agendas, take and finalize minutes of meetings. (E)

Type, edit and format a variety of complex documents, financial and statistical reports including graphs, charts and tables, using word processors or computers. (E)

Screen and route calls and visitors; provide information to staff, students and the public regarding programs and services; resolve administrative problems independently according to established guidelines and procedures. (E)

Communicate appropriately with visitors; obtain full details of the complaint or request and resolve the matter or refer it to the proper person. (E)

Arrange, coordinate and schedule a variety of meetings, appointments and special or regular events including program registration, seminars, classes and conferences. (E)

Maintain calendar, make reservations and travel arrangements; schedule staff to assure complete coverage during office hours. (E)

Provide support to faculty including preparation of book orders, timesheets, orientations, reports, problem-solving and other support as needed. (E)

Screen and distribute mail; answer correspondence on own initiative in accordance with policies, procedures and guidelines; gather information related to other correspondence and suggest possible responses.

Perform related duties as assigned.

KNOWLEDGE OF:

Telephone techniques and etiquette.

Office management techniques.

Oral and written communication skills.

Applicable sections of the State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Operation of office machines including computer equipment and specified software.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic budgeting practices regarding monitoring and control.

ABILITY TO:

Assemble, organize and prepare data for records and reports.

Maintain records and files.

Operate office machines including a computer and applicable software.

Type at 60 words net per minute from clear copy.

Complete work with many interruptions.

Perform secretarial and administrative support duties to relieve the manager of routine detail.

Establish and revise priorities of clerical work and office activities.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Add, subtract, multiply and divide quickly and accurately.

Train and provide work direction to others.

Learn operations, procedures, specific rules and precedents of the office.

Learn District organization, operations, policies and objectives.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work.

Work confidentially with discretion.

Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by two years of college-level course work in secretarial science or related field and four years secretarial experience.

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read and monitor accuracy of information.

HAZARDS:

Contact with dissatisfied or abusive individuals.