

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: SECRETARY**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor at the level of a Coordinator or Assistant Director, perform a variety of secretarial and clerical work to support assigned area; coordinate office systems and services of assigned area.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of secretarial and clerical work to support assigned area; coordinate office systems and services of assigned area. (E)

Type a variety of documents; compose correspondence from general instructions. (E)

Use a variety of office equipment including computer and related software, printer, calculator and copy machines. (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)

Maintain a variety of logs, files and records; input various data into appropriate systems and generate reports; maintain and audit financial records related to assigned office, monitor budgets and collect and account for money as required. (E)

Assist in the development and preparation of reports, Board items, budgets and grant proposals; collect data and provide research assistance for various studies and reports.

Maintain calendars; schedule appointments; arrange meetings; make travel arrangements.

Monitor office supply levels and functioning of office equipment; order supplies and arrange for equipment servicing as needed.

Provide work direction to student or hourly employees as assigned.

Perform related duties as assigned.

#### **KNOWLEDGE OF:**

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Principles of training and providing work direction.

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

Modern office practices, procedures and equipment.

Operation of office machines including computer equipment and specified software.

Record-keeping techniques.

**ABILITY TO:**

Operate office machines including a computer and applicable software.

Type at 50 words net per minute from clear copy.

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

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.

Operate a computer terminal to enter data, maintain records and generate reports.

Prioritize and schedule work.

Work independently with little direction.

Understand and follow oral and written instructions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years secretarial or advanced clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this class may require a valid California driver's license.

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Hours may vary with assignment.

Driving a vehicle to conduct work as assigned by the position.

**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.

January 18, 2006

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