

## College of the Redwoods

## Position Description

Position: Administrative Secretary I	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 113

### **Summary**

Performs a variety of specialized secretarial and administrative support duties, including (but not limited to) transcribing of complex, specialized, or technical notes or dictation, composing of original documents, development and administration of office routines and systems; independent research; budgetary record keeping and payroll data processing; and reception.

### **Essential Duties and Responsibilities**

- Performs secretarial and clerical duties utilizing independent judgment and an understanding of departmental functions and procedures.
- Develops and maintains a working knowledge of special terminology related to the function to which assigned.
- Evaluates and documents existing intra-office workflow and recommends new or revisions to current procedures, processes, forms, and timelines to help the department function more efficiently.
- Types from rough drafts or verbal instructions a variety of materials such as letters, memoranda, recurring reports, and statistical data. Composes routine correspondence and forms as necessary. May take and transcribe dictation as assigned.
- Initiates and answers telephone calls. Schedules appointments. Explains general program policies and procedures within the scope of authority. Provides general and technical information.
- Arranges meetings as directed. Prepares schedules and informs participants, confirming dates and times. Makes hotel and travel reservations as directed.
- Maintains records of committee proceedings, assists in the preparation of departmental reports by gathering and summarizing information from a variety of sources. Attends meetings as assigned. Records, transcribes, and distributes minutes as directed.
- May provide training and work guidance to student workers or other staff as directed.
- Processes periodic payroll and personnel information including routine faculty, classified, and/or temporary personnel functions, including preparation and forwarding of payroll authorizations, maintenance of vacation, sick, travel and other time sheets.

- Occasionally receives, handles and stores confidential information pertaining to the College or assigned department. Maintains confidentiality as required.
- Maintains budget records and files. Gathers and compiles information required by management for budget development and compliance. Performs and tracks purchasing needs for the department.
- Performs related duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires a well-developed working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires thorough knowledge of proper English usage, grammar, spelling, and punctuation. Requires basic math skills sufficient to do sums, products, quotients, percentages and ratios. Must be skilled in using various standard office machines, including personal computers with word processing and spreadsheet applications.

### **▪ Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to perform complex office and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of College and department organization, operations, programs, functions and special department terminology to relieve an administrator or manager of certain administrative details. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with students, staff, and the public using courtesy, and in a manner that reflects positively on the department and the College.

### **▪ Physical Abilities**

Sufficient hand/eye coordination and manual dexterity to operate a keyboard and sufficient visual acuity to recognize words letters and numbers.

### **▪ Education and Experience**

The position requires post high school course work in secretarial science or a related business field equivalent to a year of business school plus 2 years of progressively responsible experience in a secretarial capacity. Additional progressively responsible experience in a secretarial capacity may substitute for higher education.

### **▪ Licenses and Certificates**