

SENIOR STAFF SECRETARY

DEFINITION

Under supervision, to perform specialized and responsible clerical and secretarial functions; to relieve administration of clerical and office detail; and to provide information and assistance requiring a thorough knowledge of the assigned department.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the secretarial series. Positions at this level are distinguished from the Staff Secretary classification by the level of responsibility assumed, the complexity of duties assigned and the independence in which duties and responsibilities are carried out. Employees perform difficult and responsible types of duties assigned to classes at this level including providing responsible secretarial and administrative support to assigned management staff. Positions assigned to the Senior Staff Secretary classification are further distinguished from the Staff Secretary classification in that the latter provides office support to an assigned department or defined program area whereas the Senior Staff Secretary directly supports an assigned manager.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, and performs a wide variety of specialized and responsible secretarial duties; schedules and coordinates various meetings and appointments.
2. Reviews and screens incoming correspondence and communications and prioritizes for assigned supervisor.
3. Receives telephone calls and office visitors, providing information involving interpretation of departmental procedures and policies.
4. Independently or from general instructions, composes correspondence and reports requiring a thorough knowledge of departmental policies and operational procedures; maintains confidentiality as necessary.
5. May attend meetings and transcribe minutes.
6. Maintains and updates a variety of complex records, files and databases.
7. Collects and compiles a variety of data for departmental records, budget or special projects; monitors budget expenditures.
8. Prepares a variety of forms including personnel requisitions, purchase orders, work orders, travel expenses, bid documents, contracts and evaluations.
9. Reviews records, reports, and data for accuracy, completeness, and compliance with standardized guidelines.
10. May assist with training of clerical support staff.
11. Operates a variety of office equipment including personal computer, typewriter, calculator, and copier; creates spreadsheets, charts, newsletters, brochures, flyers and various presentation materials as requested.
12. Maintains and orders office supplies, materials and equipment.
13. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Organization and coordination of specialized and responsible clerical and secretarial support functions; modern office methods and procedures including receptionist and telephone techniques; methods and techniques of filing and record keeping; methods and techniques of public relations; office equipment

including personal computers and supporting software applications; correspondence and report writing; correct English usage, grammar, spelling, and punctuation.

Ability to:

Interpret, and apply policies, rules, and regulations, and operational procedures; perform responsible and difficult administrative support and secretarial duties involving the use of independent judgment and personal initiative; assume responsibility for administrative detail, including the organization and coordination of clerical functions; compose correspondence and reports independently; establish and maintain comprehensive and accurate files, databases and records; prepare complete and concise reports; operate office equipment including personal computer, typewriter, and calculator; type or enter data at a speed necessary for successful job performance; communicate effectively in oral and written format; have an understanding and appreciation of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and three years of responsible and varied secretarial and clerical experience, including utilization of personal computers.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.