

STAFF SECRETARY

DEFINITION

Under general supervision, to perform responsible and varied secretarial and clerical duties in organizing office activities; to prepare a variety of documents utilizing a personal computer; to provide information and assistance relative to the assigned department.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the secretarial series. Employees within this class perform responsible secretarial and general administrative support duties as assigned, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Staff Secretary in that the latter performs the most difficult and responsible secretarial types of duties assigned to classes within the secretarial series including providing responsible and complex administrative support to assigned management staff, whereas positions assigned to the Staff Secretary level provide support to an assigned department or program area.

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 responsible secretarial and clerical duties requiring an understanding of the assigned department.
2. Organizes, screens and prioritizes incoming mail.
3. Acts as receptionist and responds to telephone callers and visitors with information on departmental policies and procedures.
4. Reviews outgoing documents for appropriate formatting, grammatical construction, and punctuation.
5. Maintains a calendar of office activities; schedules and coordinates meetings, appointments, conferences and travel arrangements.
6. Organizes and maintains a variety of records and files, including confidential files and materials.
7. Compiles information for meetings, reports, and Board agenda items.
8. Uses a personal computer to prepare a variety of correspondence, bulletins, forms, charts, memos, requisitions, e-mails or letters from brief oral or written instructions.
9. May assist with training of clerical support staff.
10. May attend meetings and transcribe minutes.
11. Orders, receives, and stores department supplies.
12. May monitor and track expenditures.
13. Collects monies and fees for various services provided by assigned department; maintains cash receipts.
14. Operates a variety of office equipment including personal computer, typewriter, calculator, and copier.
15. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices, and procedures including receptionist and telephone techniques; methods and techniques of filing and record keeping; correct English usage, spelling, grammar, and punctuation; correspondence and report writing; standard office machines and equipment, including personal computers and supporting software applications; methods and techniques of public relations.

Ability to:

Learn and apply policies, regulations, and operational procedures; perform varied secretarial and clerical duties with speed and accuracy; operate a variety of office equipment including personal computer, typewriter, and calculator; type or enter data at a speed necessary for successful job performance; maintain comprehensive and accurate files and records; prepare various correspondence, letters and reports; 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 two years of experience in responsible clerical work, including the use 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.