

Position: Administrative Secretary II	Position Number:
Department:	FSLA: Non-exempt
Reports to:	Salary Grade: 115

Summary

Performs a variety of highly specialized secretarial and administrative support duties, including (but not limited to) taking and transcribing of complex, specialized, or highly technical dictation, development and administration of office systems, independent research, assistance in budget development and monitoring, general record keeping, and coordination of programs and projects that involve other work teams and departments.

Essential Duties and Responsibilities

- Performs technical and complex secretarial and clerical duties involving the use of independent judgment and an understanding of departmental functions and procedures.
- Maintains budget records and files. Receives and processes accounts receivable, receives periodic printouts of financial performance and prepares summary reports. Assists in the budget development process by gathering and compiling information required for budget development.
- Develops and maintains a working knowledge of special terminology related to the function to which assigned.
- May takes and transcribe dictation, or compose complex documents from rough drafts or verbal instructions using modern word processing software. Independently composes and distributes common correspondence and routine forms.
- Receives telephone calls, provides information as appropriate, resolves certain matters, or routes calls to other officials as necessary.
- Arranges meetings as directed. Prepares schedules and informs participants, confirming dates and times. Makes travel arrangements as directed.
- Attends meetings as assigned to represent the department, sometimes in place of the department head. Records, transcribes, and distributes minutes of proceedings as directed.
- Performs routine personnel and payroll duties that include but are not limited to preparation of payroll authorizations and time sheets for faculty and staff. In addition, prepares performance evaluations for employees in a division or large department from notes and instructions of the supervisor.
- Maintains committee records, assists in the preparation of departmental reports by gathering and summarizing information from a variety of sources.
- Performs special projects that involve multiple departments and/or locations involving

establishing dates, arranging for participation, gathering data, and compiling narrative and statistical reports.

- Prepares technical reports such as those related to grades, fitness reports, program compliance, etc., using databases or spreadsheets to support work. Maintains up-to-date records of information to support reports, creates, edits, and distributes reports for final review.
- Accesses relational databases for business and education support to extract information and reports supporting research and special requests.
- Assists and/or facilitates preparation of course schedules and descriptions by securing information from faculty and department/division management.
- Receives, handles and stores confidential information pertaining to the College or assigned department. Maintains confidentiality.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping. Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and data entry onto custom data bases. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and mathematics skills. Must be skilled in using various standard office machines, including personal computers with word processing, database, desktop publishing, 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 office and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology to relieve an administrator or program director of a variety of administrative detail. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the department.

▪ **Physical Abilities**

Sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate (about 60wpm); sufficient visual acuity to recognize words letters and numbers.

▪ **Education and Experience**

The position requires a High School diploma plus a minimum of one year of post-secondary course work in secretarial science or a related business. A minimum of 4 years

of progressively responsible experience, with minimum of 2 of those being equal to Administrative Secretary I is required. Additional experience may substitute for education.

- **Licenses and Certificates**

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