

## **DEPARTMENT SECRETARY**

### **DEFINITION:**

Under general supervision, the Department Secretary performs specialized and complex clerical and secretarial duties involving the use of independent judgment and initiative for a department head, District or program administrator; coordinates department communications and may coordinate the work of others; assumes and performs related duties or responsibilities as necessary or required.

### **CLASS CHARACTERISTICS:**

Positions serve key management staff and are held accountable for the effective, accurate completion of tasks and responsibilities. These positions assist and relieve the administrator of routine administrative detail regarding designated office functions.

### **EXAMPLES OF DUTIES:**

Maintains schedules of appointments and department deadlines, coordinates logistics for meetings, screens calls and visitors, and appropriately opens, prioritizes, routes administrator's mail and correspondence; *E*

Receives, composes and transmits messages, correspondence, data, reports and other communications from verbal and/or written instruction or utilizing own initiative; *E*

Answers inquiries, provides information and/or explains rules, regulations and policies for other district employees and the public clearly, effectively and with tact; *E*

Interacts with others in situations requiring the exercise of a high degree of tact, poise, independent judgment and composure; *E*

Reviews files, reports and other documents for completeness, accuracy and conformity with departmental, office and district standards; *E*

Compiles agenda materials, statistical data and various drafts for administrative approval; *E*

Researches, compiles and prepares statistical and narrative reports; *E*

Establishes and maintains effective filing and record systems; *E*

Posts data and information to records, cards, files and/or database software programs; *E*

Maintains various financial records, orders, prices and verifies receipt of materials, equipment and supplies; *E*

***E* denotes an essential function of the job.**

May maintain budget records, compile and post data for budget preparation;

May count cash receipts and prepare money for deposit;

May coordinate the work of others;

May take and/or transcribe minutes;

May maintain a substitute list and assign substitutes;

May act as receptionist.

**SUPERVISION:**

Receives general supervision from a department head, District or program administrator.

Provides leadership and coordination within the department assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Modern office methods, procedures, terms and equipment;

Word processing, spreadsheet, database, Internet and E-mail computer applications;

Standard record keeping and filing system procedures;

Correct English usage, spelling, grammar and punctuation;

Business office telephone techniques and etiquette;

Basic mathematics used in an office environment;

Principles of leadership, public relations and office organization.

**Ability to:**

Read, understand and explain a variety of general and technical policies and materials;

Perform responsible secretarial and clerical work with speed and accuracy;

Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;

Compose routine correspondence independently;

Keyboard at a net corrected speed of 50 words per minute;

Some positions in this class may be required to take stenographic notes/dictation and transcribe into clear, concise copy;

Plan, organize and prioritize work of self and coordinate the work of others;

Understand and carry out oral and written instructions;

Establish and maintain effective work relationships.

**EDUCATION AND EXPERIENCE:**

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in the position. Two years of responsible, varied clerical and secretarial experience is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Safely lift, carry, push up to 25 pounds; frequently sits, stands, occasionally walks, stoops and bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; may occasionally drive a vehicle; works inside has direct contact with public and other district staff occasionally in difficult interpersonal situations; frequently works with tight deadlines and without direct guidance from supervisor.

**LICENSE REQUIRED:**

May be required to possess a valid and appropriate California Driver=s License

Last revised 12/11/01

Reviewed 2/17/05 - No revisions made