



JOB DESCRIPTION ADMINISTRATIVE SECRETARY

THE POSITION

The position serves in the capacity of Administrative Secretary to a department administrator, handling a wide variety and high volume of secretarial and administrative duties. The position also provides secretarial support for middle management and part-time staff in the department and occasionally serves as secretary to the Board of Directors during its meetings held in the evenings. The individual must be a skilled professional, self-starter, be able to handle multiple projects and activities simultaneously, and possess a high level of independent judgment, time management and organizational skills. Position will assume major areas of responsibility and act as liaison with the general public, contractors, part-time and full-time employees.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- Performs responsible clerical and secretarial work as required and assists with administrative detail
- Types correspondence, reports, forms, and legal documents with accuracy and speed, and reviews for completeness
- Composes and drafts correspondence independently or from brief oral instructions
- Designs and prints program brochures, flyers, signs, banners
- Coordinates class and community event information received from staff to meet publication deadlines
- Arranges travel, meetings and conferences
- Coordinates and reserves use of department vehicles
- Takes minutes at group meetings
- Receives and transcribes dictation
- Answers routine correspondence on procedural or informational matters
- Meets the public with tact and courtesy, both in person and over the telephone
- Maintains accurate and complete records, reports, public documents and files
- Forecasts needs and requisitions supplies as needed
- Offers suggestions regarding procedures and activities within the scope of responsibility
- Works with other District departments and staff on assigned projects and in the course of performing routine administrative tasks

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires graduation from high school or equivalent, and at least five (5) years of responsible secretarial / administrative experience. College-level coursework and/or (3) years experience working for a public agency is desirable. Requires excellent written and verbal communication skills; knowledge of modern office practices and procedures, including filing and standard office equipment operation; business English, including vocabulary, spelling, grammatical usage and punctuation. Ability to take dictation or fast notes and transcribe it accurately is a plus. Requires a typing speed of 60+ words per minute with accuracy. Must be proficient in the use of the computer and computer software, including Microsoft Office, Word and Excel; fluency with advanced features is preferred. Requires the ability to learn additional programs (including Microsoft Publisher) as applicable to the duties of the position. Must

be skilled at using the Internet for researching information, ordering supplies, making reservations and for other work-related items. Prior experience using Class for Windows, Microsoft Publisher and other software programs is a plus.

License: A valid California driver's license with a good driving record is required. At interview, must provide a copy of high school diploma or GED certification and a Motor Vehicle Report (not more than 30 days old) from the Department of Motor Vehicles.

PHYSICAL ACTIVITY REQUIREMENTS

This position will require sitting approximately 70% of the time; frequent lifting to 20 pounds; some pushing/pulling loads to 40 pounds, carrying loads to 20 pounds; some bending, kneeling/squatting, climbing stairs; occasional reaching overhead/stretching and operation of computer, typewriter, copy machine and other standard office equipment.

6/13