

**College of the Siskiyous
Job Description**

Job Title: Administrative Secretary II – Career & Technical Education **FLSA:** Non-Exempt
Group: Classified **Salary Class:** J **Schedule:** Classified

Job Summary

Under the general direction and supervision of the Dean of Career and Technical Education, perform various support activities related to the responsibilities of a college unit and/or district service.

Class Characteristics

Perform complex and varied secretarial and clerical duties of the office; initiate and exercise independent judgment in the application and follow through of administrative decisions and policy making; accurately interpret college policies, procedures, standards and requirements; establish and maintain contact with college and other agency personnel; maintain confidentiality regarding all matters of the administrative unit. Receive limited supervision within a broad framework of standard policies and procedures.

Essential Duties and Responsibilities include the following:

Attend to administrative details not requiring the immediate attention of an administrator; maintain archive of events--- programs, brochures, newspaper articles.

Perform varied complex and responsible secretarial duties to assist in the processing and completion of the administrative operations of the assigned administrative unit.

Act as an information source regarding policies and procedures; provide information where judgment, knowledge and interpretations are necessary, especially in the proper handling of confidential files or information; determine what requires attention of an administrator.

Provide technical assistance and support to all Career and Technical Education staff. Interview office visitors and telephone callers; respond to questions, resolve issues where appropriate; provide information as required; refer to appropriate sources.

Monitor Career and Technical Education cost center budgets and mini-grants to include, reviewing for accuracy, process purchase orders and payment vouchers, monitor expenditures, prepare Personnel Action Forms (PAFs) for support staff for the Career and Technical Education area, and maintain records.

Monitor Siskiyou County Fire Warden Contract, coordinate billing with the Business Office, and prepare year-end report.

Coordinate the Nursing work study program with Mercy Medical Center to include assisting with student application process, monitoring timesheets, collaborating with Mercy Medical Center representative and synchronizing with Work Experience Director; receive and process work study paperwork; maintain records and collect documentation for final reports.

Plan and prepare graduation ceremonies for Career and Technical Education programs; verify graduates; arrange for facilities; prepare program; conduct practice sessions in collaboration with other college staff.

Prepare information needed for administrative decisions and assists in facilitating the implementation of the policies.

Maintain control files on matters in progress and expedite their completion; coordination and monitor special projects, assignments and activities.

Process student paperwork required by various agencies to include coordinating fingerprinting, collection of applications, and maintaining records.

Maintain positive working relationship with all those contacted in the course of the days activities including outside agencies; monitor the flow of work for the department and supervise student employees, if appropriate.

Perform other related duties.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and/or Experience: Any combination of training and experience equivalent to completion of two years of college level course work in secretarial science and office administration, or a related field, and three to five years of increasingly responsible secretarial experience providing advanced knowledge and skills in modern and efficient office procedures and techniques.

Knowledge: Knowledge of general functions, policies, rules and regulations of a community college; proper office methods and practices including filing systems, receptionist and telephone techniques, letter and report writing; budgets; computers and word processing programs and desktop publishing; mathematical computations; office management techniques and procedures; and, public and human relations skills.

Ability: Ability to understand and independently carry out complex oral and written instructions; learn, interpret and successfully apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural matters without immediate supervision; analyze projects under pressure of time; maintain security and confidentiality of specified records and information; communicate effectively in both oral and written form; take and accurately transcribe dictation and texts of meetings by shorthand or other means; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; type accurately at approximately 60 words per minute; use available technologies as tools; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels. Indoor work environment.

Licenses and Certificates: When driving a district vehicle a valid California Driver's License and evidence of appropriate automobile insurance, based on DMV regulations, may be requested.

Job Description Approved: 4/98
Revised: 5/04