

College of the Siskiyous Job Description

Job Title: Office Secretary – President’s Office / Human Resources

FLSA: Non-Exempt **Group:** Classified **Salary Level:** 1 **Salary Schedule:** Classified

GENERAL SUMMARY

This position is responsible for providing clerical assistance relating to the Superintendent/President’s Office and Human Resources Office of the College of the Siskiyous. Performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Serve as a receptionist, answer telephones, assist customers, transcribe messages; make appointments, and schedule meetings.

Assist in secretarial and clerical functions including data entry, preparation of correspondence, forms, fliers, envelopes, documents, special projects, reports, and general office duties.

Process employment paperwork and maintain filing systems.

Order supplies and materials as directed.

Process incoming invoices and travel documents and enter data into spreadsheets; distribute campus incoming mail, and process departmental mail.

Organize and maintain records related to special projects managed by the department.

Participate in staff and regional meetings.

Maintain positive working relationships with all those contacted in the course of duties.

TRAINING AND EXPERIENCE

Minimum Qualifications:

1. High school diploma or GED certificate and any combination of training and experience equivalent to the completion of approximately two years of college level coursework.
2. One year of secretarial experience.

Preferred Qualifications:

1. Office Assistant or Secretarial Courses or Certification.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of general functions, policies, rules and regulations of a community college.

Knowledge of proper office methods and practices including filing systems, receptionist and telephone techniques, letter and report writing and budgets.

Knowledge of and demonstrated proficiency with a wide variety of computer applications, including Microsoft Office Suite.

Knowledge of public and human relations skills.

Ability to communicate effectively in both oral and written form and use appropriate and correct English, spelling, grammar and punctuation.

Ability to understand and independently carry out oral and written instructions.

Ability to handle multiple tasks with frequent interruptions.

Ability to learn, interpret and apply office procedures, rules and regulations.

Ability to perform arithmetical calculations with speed and accuracy;

Ability to maintain security and confidentiality of specified records and information.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Light to moderate stress level.

ENVIRONMENTAL CONDITIONS

Indoor work environment – normal temperature.

CONTACTS

Daily contact with students and District staff.

Contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

High school diploma or equivalent.

Valid California driver's license.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Approved: 10/07

Siskiyou Joint Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Siskiyou Joint Community College District will provide reasonable accommodation to qualified individuals. Siskiyou Joint Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.