SHASTA-TEHAMA-TRINITY
COMMUNITY COLLEGE DISTRICT

JOB TITLE: Staff Secretary

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of general clerical/secretarial duties in support of the day-to-day operations, programs, and activities within assigned unit, department, or office. Employees in this classification receive direct to general supervision within a framework of standard policies and procedures. This job class exercises responsibility for providing general clerical/secretarial assistance to include typing, filing, receptionist, record keeping, and other office support functions. This job class functions at a journey level and requires the successful processing and accomplishment of a variety of tasks and details from the initiation of a relevant procedure to its completion.

SUPERVISOR: As assigned

TYPICAL DUTIES:

- Performs a variety of general clerical, secretarial, and office support functions in support of assigned office programs and operations.

- Inputs, checks, verifies, compiles, and records a variety of data/information related to assigned program(s), department, or office.

- Types a variety of material such as interoffice communications, stencils, textbook/purchase order, requisitions, forms, letters, reports, statistics, curriculum projects, instructional material, specifications, etc. from rough draft or verbal instruction.

- Independently composes routine correspondence as directed by assigned supervisor/staff.

- Acts as office receptionist: answering telephones; making appointments; receiving and responding to students, faculty, administrators, and general public giving information and assistance whenever possible.

Typical Duties – (continued)
- Arranges and schedules a variety for meetings; notifying participants, confirming dates and times, reserving meeting sites, and preparing needed materials.

- Coordinates office activities with other departments, outreach centers, or outside vendors/agencies.

- Attends meetings, takes minutes, transcribes and distributes minutes as directed.

- Maintains accurate and detailed calendar of events, due dates, and schedules as they relate to office program(s) and activities to ensure proper tasks and activities occur as scheduled.

- Receives and accounts for various payments/fees related to assigned functions.

- Prepares reports from data compiled and records kept as it relates to assigned program area(s).

- Receives, sorts, and distributes incoming and outgoing mail.

- Establishes, maintains, and updates a variety of records, logs, and filing systems pertaining to assigned area(s) of responsibility.

- Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.

- Orders, stores, and issues supplies and materials pertinent to the functions of assigned operational unit; maintains inventory/stock levels of supplies/materials needed.

- Operates standard office equipment such as computer, copier, calculator, printer, etc.

- Develops or assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information for specialized programs within assigned unit.

- Assists other support staff with assigned functions as needed.

- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS:**
KNOWLEDGE OF:

- Proper office methods, practices, and procedures including filing, report writing and proper telephone techniques.

- Business English including proper usage, grammar, punctuation, and spelling.

ABILITY TO:

- Learn the operations, procedures, policies, and requirements and terminology of assigned program, department, or operational unit and apply them with good judgment in a variety of procedural situations.

- Learn, interpret, and successfully apply District rules, procedures, and policies with good judgment while independently carrying out a variety of technical procedures.

- Compose routine correspondence independently.

- Transcribe dictation with speed and accuracy.

- Understand and carry out a variety of oral and written instructions independently.

- Perform mathematical calculations accurately.

- Perform required duties within established timelines.

- Establish and maintain efficient record keeping/filing systems and prepare routine reports.

- Coordinate activities and details and maintain effective schedules of events.

- Analyze situations and take appropriate action regarding routine procedural matters without immediate supervision.

- Accurately type at 50 words per minute.

- Operate a variety of standard office machines and equipment including typewriter, calculator, copier, computer terminal, etc.

- Effectively and tactfully communicate in both oral and written forms.

Employment Standards – (continued):
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

- May require:

- Take dictation at a speed of 80 words per minute.

EDUCATION/EXPERIENCE:

- Two years of responsible clerical or secretarial experience.

- College training in secretarial subjects may be substituted on a year-to-year basis.

- High school graduation or equivalent.