



Position Title:	Secretary I- West Campus		
Reports To:	Executive Director		
Department:	Administration	Job Code:	4136
Prepared By/Date:	Jennifer C. Brito/4-29-2009	Job Group:	SNE
Approved By/Date:	Maria A. Bilbao/4-29-2009	Salary Grade:	8
Revised:	Donna French/3-08-2012	FLSA Status:	Non-Exempt

Summary:

Provides administrative support to Executive Director and/or Program Managers.

Essential Duties and Responsibilities:

- Supervises part-time receptionist and acts as backup when needed
- Maintains calendar, correspondence and supplies
- Types routine correspondence and statistical reports
- Files correspondence and other records
- Answers telephone, screens callers, relays messages, and greets visitors
- Accesses, inputs, and retrieves information from computer
- Makes copies of correspondence or other printed matter
- Opens, sorts, and screens mail and prepares outgoing mail
- Produces electronic information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics
- Handles confidential information
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of word processing, spreadsheets, and database software applications and office equipment (i.e., photocopier, printer, fax machine, calculator)
- Knowledge of office practices and procedures
- Typing skills 40 wpm
- Effective interpersonal skills in order to make sound judgments to decide how duties and responsibilities are completed between himself/herself and coworkers, the supervisory chain, faculty, staff, and students
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals
- Ability to write routine reports and correspondence
- Ability to make arithmetical calculations such as addition, subtraction, multiplication and division
- Ability to speak effectively before groups of customers or employees of organizations
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates Degree and one (1) year experience; or two (2) years of experience in advanced clerical work, including or supplemented by courses in secretarial training or Business courses in high school or college; or a combination of experience and training

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name