CLASSIFIED EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE SECRETARY I (ENROLLMENT SERVICES)

Application Deadline: Tuesday, August 10, 2010

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of advanced office support functions in support of the day-to-day operations, programs, and procedures related to the assigned responsibilities of a mid-level administrator in the District; to plan, organize, and coordinate the processing of information and office work through assigned office; and to relieve assigned administrator of routine administrative details not requiring his/her immediate attention. Employees in this classification may direct, oversee, coordinate, and review the work of student assistants and other office support staff. This job class provides advanced office support functions requiring the use of initiative, organizational and problem solving skills, and independent judgment in the organization, coordination, and processing of work and information through assigned office. This job class requires a thorough knowledge of District policies, procedures, and regulations.

SUPERVISOR: Dean of Enrollment Services

CLASSIFICATION: Range 33, $2,975-$3,626 per month on the current Classified Salary Schedule. 8 hours per day, 40 hours per week, 12 months per year. Medical, dental, and vision insurance provided.

TYPICAL DUTIES

Essential Functions: Exercises independent judgment; relieves a mid-level administrator of actions not requiring his/her immediate attention. Serves as liaison between assigned office and those divisions/departments reporting to it. Performs varied and responsible secretarial duties to assist in the coordination and processing of routine administrative operations. Organizes, plans, prioritizes, and processes work through the office. Uses computer to coordinates the checking, compiling, and recording of a variety of data/information within assigned office. Prepares a wide variety of materials such as interoffice communications, promotional materials, brochures, requisitions, forms, letters, reports, statistics, special projects, and specifications, etc. from rough draft or verbal instructions and independently composes correspondence for typing. Provides input and recommendations regarding office support budget. Keeps computerized records of expenditures maintaining and monitoring office and special programs, budget accounts, records, and running balances; performing necessary arithmetical computations. Maintains and monitors budgetary records and departmental/office records; orders supplies and processes purchase orders, as needed. Acts as information source regarding operational policies, procedures, and requirements; receiving and interviewing callers and providing information where judgment, knowledge, and interpretation of established procedures/policies is required. Arranges, attends, and schedules a variety of meetings; notifying participants, confirming dates and times, reserving meeting sites, and preparing needed materials. Attends meetings, takes minutes, transcribes, and distributes minutes to appropriate staff/personnel; follows up on minutes of meetings as required. Receives, handles, and processes confidential information ensuring that security and strict rules of confidentiality are maintained. Maintains accurate and detailed calendar of events, due dates, and schedules as they relate to assigned program(s) and services. Prepares reports from data compiled and records kept. Establishes and maintains a variety of office 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.

AN EQUAL OPPORTUNITY/TITLE IX EMPLOYER OF THE DISABLED. SHASTA COLLEGE IS COMMITTED TO AN EDUCATIONAL ENVIRONMENT WHICH AFFIRMS AND SUPPORTS A DIVERSE FACULTY AND STAFF.

TYPICAL DUTIES: (Continued)

Receives, sorts and distributes outgoing and incoming mail, prioritizing and designating appropriate response whenever possible and/or responding to correspondence as directed. Makes travel arrangements for assigned administrator(s). 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 and functions within assigned unit.

Marginal Functions: Writes news releases and distributes to appropriate media sources. Performs special reports or researches issues as requested. May interview, train, and oversee the work of others in a lead capacity. Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

Proper office methods, techniques, and procedures including filing systems, business correspondence, receptionist techniques, and report writing and telephone techniques. Business English including proper grammar, punctuation, vocabulary, and spelling. General accounting principles. Computer software programs.

ABILITY TO:

Learn the operations, procedures, policies, and requirements of assigned office and apply them with good judgment in a variety of procedural situations. Learn, interpret, and successfully apply established rules, procedures, and policies with good judgment while independently carrying out a variety of technical and routine administrative procedures. Understand and carry out a variety of oral and written instructions independently. Prioritize, direct, and coordinate workflow among clerical support staff within assigned office. Type accurately at 65 words per minute. Perform mathematical calculations accurately. Establish and maintain a variety of records and filing systems and prepare reports. Independently compose routine correspondence and reports. Coordinate activities and details and maintain effective schedules of events. Prioritize and appropriately schedule work load or tasks to meet established deadline. Compile and maintain the security of confidential information. Operate a variety of standard office equipment such as calculator, copier, computer, printer, and fax. Effectively and tactfully communicate in both oral and written form. Establish and maintain effective work relationships with those contacted in the performance of required duties.

REQUIRED CERTIFICATE:

Recent (within one year) typing certificate of 65 NET words per minute required at time of application.

EXPERIENCE/ EDUCATION:

Combination of education, training, and experience equivalent to four years of increasingly responsible clerical experience. Associate in Arts degree and work experience in a community college preferred.

PHYSICAL REQUIREMENTS:

Sitting and hand manipulation most of the day. Must be able to lift and carry up to 30 pounds properly. Must meet attendance requirements.

APPLICATION PROCEDURE & DEADLINE:

Application forms and procedures may be obtained by going online to the Shasta College web site at www.shastacollege.edu, or by contacting the Human Resources Office. The application must be received in the Human Resources Office by 4:00 p.m. on Tuesday, August 10, 2010. A job related test is likely to be given. All candidates selected for an interview will be notified.

Submit to: Shasta College Human Resources Office
11555 Old Oregon Trail
P.O. Box 496006
Redding, CA 96049-6006
Phone: (530) 242-7640
TDD: (530) 225-4988

Annual Security Report: The Annual Security Report is provided by Shasta College to help ensure a safe environment for our college community and prospective students and employees. This document contains crime statistics for the previous three years in addition to valuable safety and security information. A complete copy of the Security Report can be obtained from the Information Center located in the Administration Building or from the Security Office located in room 5003. The Report is also available through our Campus website, www.shastacollege.edu, located under Campus Security.