

DESERT COMMUNITY COLLEGE DISTRICT

SECRETARY-BILINGUAL

BASIC FUNCTION

Under the direction of a Coordinator, Supervisor or Director of a small program, perform a wide variety of secretarial and clerical duties in support of an assigned department or function; and possess the ability to communicate orally and in writing in English and Spanish.

DISTINGUISHING CHARACTERISTICS

The Secretary provides support to a Coordinator, Director or other supervisor of a small program or function. The Secretary-Bilingual possesses the ability to communicate orally and in writing in English and Spanish. Due to the high volume of students and public in the area of assignment whose primary language is Spanish, a work related requirement of bilingual English/Spanish is necessary in order to successfully perform the job duties. The Senior Administrative Secretary reports to a Vice President and provides a broad range of administrative support to a College Administrator. The Administrative Secretary performs duties as primary secretarial support to a Dean of a division or Director of a major program or function.

REPRESENTATIVE DUTIES

1. Perform secretarial duties and assist the supervisor with a variety of clerical, secretarial and administrative duties; facilitate communications and coordinate activities between the supervisor, staff, public and other personnel; establish and maintain positive staff and public relations. ***E***
2. Review documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; compose routine correspondence independently or from oral instructions; compile data for reports as requested. ***E***
3. Monitor budget expenditures and transfers, and maintaining financial records as assigned; maintain current account balances as assigned. ***E***
4. Order and maintain office supplies and other materials. ***E***
5. Communicate information in English and Spanish in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary. ***E***
6. Receive, open and distribute mail; receive visitors, answer telephone calls and refer to appropriate staff members. ***E***
7. Type a variety of memoranda, reports and other materials. ***E***
8. Arrange and schedule a variety of meetings, appointments and conferences; prepare materials for meetings as assigned. ***E***
9. Train, assign and review the work of other employees or student assistants. ***E***
10. Operate a variety of office machines and equipment including a computer and related software applications, typewriter, copier, calculator and other equipment. ***E***
11. Maintain office files and prepare and type reports as necessary. ***E***
12. Attend a variety of meetings and record notes as assigned ***E***
13. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Operations, procedures and methods of office to which assigned; modern office practices,

procedures and equipment; applicable computer software programs including word processing, spreadsheets, databases, and email; record-keeping techniques and alpha and numeric filing systems; correct English and Spanish usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; receptionist and telephone techniques.

Ability to: Perform a wide variety of secretarial and clerical duties in support of an assigned department or function; assemble diverse data for the preparation of reports; maintain complex and varied files and records; type at 45 words net per minute from clear copy; interpret and apply specific rules, policies and procedures of the department or function to which assigned; operate a variety of office machines and equipment, including typewriter, computer and applicable software including word processing, spreadsheets, databases, email and other related programs, calculator, copier and other equipment; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing in English and Spanish to exchange information in person and on the telephone; meet schedules and time lines; prepare and type reports, correspondence and related materials; bend at the waist, kneel or crouch to file materials; sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and two (2) years of varied and increasingly responsible secretarial or clerical experience.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions