

## **JURUPA COMMUNITY SERVICES DISTRICT OPERATIONS ADMINISTRATIVE SECRETARY I**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under the supervision of the Operations Manager, provides varied and often confidential secretarial, clerical and office administrative assistance to the Operations Department; prepares a variety of reports relating to District's provision of services; conducts special projects; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This class provides responsible and confidential secretarial and clerical support duties requiring the use of discretion, initiative and independent judgment.

### **ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Performs secretarial, clerical, and routine administrative work for the District involving the use of independent judgment. (All)

Assists in typing agendas for meetings and related documents; assists in typing meeting minutes. (a b d f h l j k l m n o p q r)

Receives and screens visitors, takes telephone calls and makes appointments. (a c d f l)

Assists in typing drafts and a wide variety of finished documents, which may include legal terminology or confidential materials from notes, brief instructions, prior drafts and dictating equipment. (a b d f h l j k l m n o p q r)

Makes an appointment calendar and coordinates meeting times and rooms with other department secretaries. (a b c d f g l j t)

Maintains records management systems, various administrative files, including retrieving information from the Internet. (a b g j l l n q r)

Organizes own work, maintains critical deadlines and coordinates activities with those of other District units to assure completion of the work. (All)

Provides assistance to other divisions/units as necessary; assists and/or directs others in the performance of related tasks. (a b h l j p)

## REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Keep accurate records.
- c. Analyze situations carefully and adopt effective courses of action.
- d. Understand the operation of the District and outside agencies.
- e. Compose correspondence independently.
- f. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- g. Analyze data and information and draw logical conclusions.
- h. Interpret and apply rules, regulations, legislation and policies.
- i. Understand and follow verbal and written directions.
- j. Work independently.
- k. Type accurately at an acceptable rate of speed.
- l. Operate a computer and use a variety of computer software.
- m. Take dictation or transcribe from a dictating machine.
- n. Compile and maintain complex records and files.
- o. Edit documents for correct English grammar, punctuation, and spelling.
- p. Maintains confidentiality of records and information.
- q. Apply modern office practices and use office equipment.
- r. Meet the physical requirements established by the District.
- s. Analyze data and information and draw logical conclusions.
- t. Provide liaison to other District personnel, other agencies, and the public.
- u. Perform professional administrative and analytical work.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from high school and three years of responsible secretarial, clerical and office administrative experience.

### Knowledge and Skill Levels

Considerable knowledge of standard office administrative, clerical and secretarial practices and procedures, including business letter writing and the operation of standard office equipment; record keeping, report preparation and filing methods; correct English usage, including spelling, grammar, punctuation and vocabulary; data entry and development of spreadsheets; research methods; statistical analysis.

### Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals, copiers, and FAX machines; sit for extended periods of time; have hearing

and vision within normal ranges; carry, push, reach and lift up to 10 pounds; occasionally stoop, kneel and crouch; sufficient manual dexterity to operate office equipment.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

FLSA / NON-EXEMPT

Range: 28

1300 Admin/job descriptions/reviewed 09/04