

## Administrative Secretary II Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=238536>

Downloaded On: Jul. 5, 2024 12:17am

Posted Jul. 3, 2024, set to expire Jul. 29, 2024

**Job Title** Administrative Secretary II  
**Department** Fiscal Services - Accounting  
**Institution** Citrus Community College  
Glendora, California

**Date Posted** Jul. 3, 2024

**Application Deadline** 07/29/2024

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Administrative Support/Services

**Apply Online Here** <https://apptrkr.com/5373712>

**Apply By Email**

**Job Description**

Administrative Secretary II

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**Recruitment Start Date:** 07/01/2024

**Recruitment End Date:** 07/29/2024

**Salary Range:** 34-1

**Pay Rate:** \$4,774.82 per month / \$27.55 hr (Starting salary for a new classified hire at Citrus College is fixed at Step 1.)

**FLSA Status:** Non-Exempt

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### **Benefits**

#### **BENEFITS**

The District provides a fully-paid, comprehensive program of fringe benefits including major medical, dental, and vision insurance for full-time employees and eligible dependents. Life insurance provided for the employee only.

### **General Description/Summary**

#### **SUMMARY:**

Performs a variety of technical, secretarial and administrative support duties for an administrator with substantial secretarial needs. Coordinates and performs administrative projects within an instructional division. Coordinates work flow and support activities for the office and often for related functions.

### **Minimum Qualifications/Education and Experience**

#### **MINIMUM QUALIFICATIONS / EDUCATION AND EXPERIENCE:**

- An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of secretarial experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of secretarial experience.

### **Preferred Qualifications**

#### **PREFERRED QUALIFICATIONS**

- Demonstrated knowledge of office equipment and computer programs.
- Demonstrated organizational skills and time management.
- Experience maintaining budgets, monitoring expenditures, and managing administrative schedules.
- Experience working with a variety of financial and budget reports.
- Experience working both independently and as part of a team.
- Experience using Banner, or similar ERP system.

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### Licenses and Certificates

#### LICENSES AND CERTIFICATES

- May require a valid driver's license.

### Essential Duties and Responsibilities

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs technical and complex administrative support involving applications of a working understanding of the functions and procedures of the division, with a basic understanding of functions and procedures of other divisions.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and college. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate administrator.
- Organizes work by researching and setting up business and academic calendars and cycles, then establishing and sequencing deadlines and/or time lines for projects, activities, and required submissions. Coordinates and performs the administrative aspects of projects and events, integrating them with ongoing work routines.
- Provides administrative support to special processes such as, but not limited to committees and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.
- Takes notes and transcribes dictation as assigned. Types (keyboards) from rough drafts or instructions a variety of materials such as letters, memoranda, reports and statistical data. Composes original correspondence and forms on routine department matters.
- Receives telephone calls and visitors, screening callers, handling routine matters, providing information, or routing calls to administrators as necessary.
- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times.
- Maintains records and assists in the preparation of departmental/divisional reports by gathering and summarizing information from a variety of sources.
- Receives, handles and stores confidential information pertaining to the District or assigned department. Maintains confidentiality of private and sensitive information.
- Assists compiling information requests on behalf of other organizational units responsible for

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class schedule production processes.

- Assists the administrator with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs.
- Maintains approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.
- Reconciles expenditures and initiates budget allocation changes and reassignments of funds to and from various accounts, working with accounting staff to assure compliance.
- Prepares requisitions and claims for reimbursement. Resolves purchase order and contractual matters with vendors and other service providers.
- May enter class schedules into Banner.
- May assist in the preparation and/or coordination of special events.
- Performs other duties as assigned that support the overall objective of the position.

### **Knowledge, Skills and Abilities**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a basic knowledge of the policies and procedures associated with the curriculum development and maintenance process.
- Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, special applications used by the organization unit, and data entry onto custom data bases.
- Requires basic skill at facilitating small group problem-solving processes.
- Requires sufficient math skills to perform financial and statistical recordkeeping.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Requires sufficient human relations skill to work cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.
- Requires the ability to independently perform all of the duties of the position.
- Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections.
- Requires the ability to learn, interpret, explain and apply knowledge of the District and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details.

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- Requires the ability to learn and apply techniques for curriculum development processes and recording and monitoring faculty workload information and processing payroll transactions.
- Requires the ability to prepare spreadsheets, graphs and charts.
- Requires the ability to learn and enter, import, and export data to and from databases within a reasonable time frame.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the organization unit.

### Physical Abilities

#### PHYSICAL ABILITIES

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and use other standardized office equipment, almost constantly requiring repetitive motions.

### Working Condition

#### WORKING CONDITIONS

- Work is performed indoors where minimal safety considerations exist.

**Department:** Fiscal Services - Accounting

**Job Category:** Classified

**Assignment:** Full-Time

**Percentage of Time:** 100%

**Months per Year:**

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12 months

**Work Days per Week:** M-F

**Work Schedule per Day:** M-F 8:00 am - 5:00 pm

**Work Shift:** Days

**Bargaining Unit:** Classified

### Citrus College Diversity Statement

#### CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

### About Transcripts

#### ABOUT TRANSCRIPTS

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

### Selection Process

#### SELECTION PROCESS

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- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of his or her writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

**Quick Link:** <https://employment.citruscollege.edu/postings/988>

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

Fiscal Services - Accounting  
Citrus Community College

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