

**CLASS TITLE:                      SENIOR SECRETARY**

**DEFINITION:** Under direction, performs secretarial and clerical functions for a district administrator; and performs related work as required.

**EXAMPLES OF DUTIES:**

- Performs a wide variety of complex clerical tasks
- Receives the public and gives information based on judgment, knowledge and interpretation of procedures and regulations
- Composes correspondence with general direction
- Takes and transcribes complex dictation
- Types a variety of documents
- Researches data and prepares reports
- Arranges and schedules meetings and conferences
- Maintains appointment calendar
- May attend meetings and prepare summary minutes
- Organizes and maintains records and files
- May supervise the work of subordinate employees and student assistants
- Operates varied office equipment, including microcomputer and related software

**DESIRABLE QUALIFICATIONS:**

*Training and Experience:* Two years of secretarial experience; for some positions, one year of stenographic experience; or an equivalent combination of training and experience.

*Knowledge of:*

- Office management and secretarial practices and procedures
- The principles and practices of bookkeeping
- The principles and techniques of supervision
- District organization and operations

*Skill in:*

- Typing rapidly and accurately
- Operating basic office equipment
- Maintaining effective working relationships
- Working independently without specific instructions
- Taking and transcribing dictation accurately and rapidly is required in some positions

*Ability to:*

- Operate a microcomputer

*Licenses and Certificates:*

- A valid California Driver's License