<div align="center">**IMPERIAL COMMUNITY COLLEGE DISTRICT**</div>

CLASS TITLE: STAFF SECRETARY III

BASIC FUNCTION:
Under direction of a Manager or similar-level supervisor, organize and coordinate the day-to-day operation of the office and assure its overall efficiency and effectiveness; assure the timely completion and flow of paperwork; perform a variety of difficult and complex secretarial and clerical duties and provide general support to assigned manager; process management matters not requiring the immediate attention of the manager; coordinate communications between supervisor and College administrators; prepare documents and materials using automated equipment.

DISTINGUISHING CHARACTERISTICS:
This classification is distinguished from other levels of the Staff Secretary series in that a Staff Secretary III provides secretarial, clerical and office coordinator support for the Manager of a District-wide multi-function division. A Staff Secretary I provides secretarial, clerical and office coordinator support for a college department of moderate size and complexity while a Staff Secretary II independently coordinates the office services and activities of a large instructional division office under minimal direction of a Division Chair and also provides administrative assistance and support to the Division Chair.

REPRESENTATIVE DUTIES:
Perform management support duties to assist the manager in meeting reporting requirements, functional responsibilities and research objectives, coordinating activities of assigned office between the manager and staff, the public and campus officials. Perform secretarial duties for assigned manager, assisting the manager with a variety of technical clerical detail; establish and maintain positive staff and public relations.

Develop schedules related to division activities and services; maintain calendars and coordinate committee and other meetings; review, update and inform the manager and others of essential timelines; coordinate the flow of paperwork and work activities through the office in relation to priorities and schedules; assure the timely completion of work in accordance with established policies, procedures and standards.

Facilitate communications between the assigned manager and division personnel, other managers, administrators, students, staff and other offices or public agencies; communicate information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary; interact and relay information, questions and decisions regarding manager's area of assignment.

Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings, take notes or record proceedings; prepare and distribute agendas, background materials and minutes as appropriate.

Perform office management duties for the manager's office; orders supplies and assure proper functioning of office equipment; recommend new and revised office procedures as appropriate. Train

and provide work direction to student workers and temporary or hourly office assistants as assigned. Format, type, proofread, duplicate and distribute correspondence, lists, forms, memoranda and other materials according to established procedures, policies and standards. Track budget activity and resolve budget issues and problems; review time sheets for approval; post, monitor and track invoices and other expenditures; process budget/expense transfers; prepare requisitions, check requests, independent contracts and claims for reimbursement of special funds related to assignment.

Compose correspondence independently; communicate information in person or by telephone where judgment, knowledge and interpretation of policies and procedures are necessary. Establish complex, inter-related filing systems including confidential files; collect, compile and record narrative, statistical and financial data and other information for inclusion into special and periodic reports; research and verify information as requested.

Prepare a variety of schedules, reports, lists and summaries using word processing, spreadsheet and data base management software; maintain logs and other manual records as required; receive mail and identify and refer matters to the manager in order of priority.
Receive, open and distribute mail; receive visitors, arrange travel, schedule appointments, answer telephone calls and refer to appropriate staff members.

Maintain the District key system. Operate office equipment including microcomputer and peripherals, typewriter, calculator, copier, facsimile machine, and other equipment related to area of assignment.

Receive outgoing packages for UPS, FedEx and other delivery services.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Modern office practices, procedures and equipment, including letter and report writing, financial and statistical record keeping, receptionist and telephone techniques and etiquette.
Office management techniques.
Basic postal regulations.
Basic research methods and techniques.
District organization, operations, policies and objectives.
Correct operations, procedures and methods of office to which assigned.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Receptionist and telephone techniques.
Oral and written communication skills.
Basic math.

ABILITY TO:
Learn and work within the policies, functions and requirements of area of assignment.
Use sound judgment in recognizing scope of authority.

Read, interpret, apply and explain applicable laws, policies, procedures, rules and regulations of the specific office to which assigned.
Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.
Communicate effectively orally and in writing using correct English usage, grammar, spelling, punctuation and vocabulary.
Compile information, assemble diverse data and compose clear and concise reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.
Type, format, proofread, duplicate and distribute documents and other written materials.
Make arithmetic calculations.
Maintain accurate statistical and financial records.
Maintain complex, varied and inter-related files.
Establish and maintain cooperative and effective working relationships with others.
Operate a microcomputer, copier, calculator and facsimile machine.
Operate word processing, spreadsheet and data base management software proficiently.
Operate an electronic keyboard accurately at 50 words per minute.
Train and provide work direction to others.
Work confidentially with discretion.
Work independently with little direction.
Plan and organize work to meet demanding schedules and multiple timelines.
Perform assigned work with speed and accuracy.
Relate effectively with people of varied academic, cultural and socio-economic background using tact diplomacy and courtesy.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science, business or related field and three years of increasingly responsible secretarial experience. One year of secretarial experience in a public agency office is desirable.

LICENSE AND OTHER REQUIREMENTS:
Some positions in this classification may be required to possess a valid California driver's license.

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WORKING CONDITIONS:
Work is typically performed in an office environment subject to continual interruptions. The work environment is subject to loud noises and occasional fumes.

PHYSICAL DEMANDS:
Employees in this class regularly sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person, see to read fine print and operate office machines, and lift, carry and/or move objects weighing up to 10 pounds.