

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### SECRETARY DSS

Salary Range 16

#### BASIC FUNCTION:

Under the direction of the Director, Disabled Student Services, plan schedule and perform a wide variety of secretarial, clerical and typing duties to assure smooth operation of the DSS Office.

#### REPRESENTATIVE DUTIES:

**E = indicates essential duties of the position**

- Perform a full range of secretarial duties and assist the supervisor with a variety of clerical, technical and routine administrative duties; facilitate communications between the Director and staff, public and other campus personnel. *E*
- Coordinate DSS registration; develop time lines, procedures and hire staff as necessary. *E*
- Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations. *E*
- Schedule interpreters for deaf students; answer questions using sign language; assist students in completion of forms. *E*
- Operate computer equipment for the preparation and maintenance of a variety of documents, correspondence, reports and related materials; utilize word processing or other software as required by the position. *E*
- Coordinate other DSS services; hire student workers; prepare DSS report; maintain program records. *E*
- Collect and compile statistical and financial data and other information for inclusion into special and periodic reports. *E*
- Monitor budgets and maintain financial records for the DSS Office; order and maintain office supplies and other materials; maintain current account balances. *E*
- Communicate information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary. *E*
- Coordinate activities of DSS Office and staff, the public and other college officials. *E*
- Receive, open and distribute mail; receive visitors, arrange travel, schedule appointments, answer telephone calls and refer to appropriate staff members. *E*
- Edit and prepare a variety of correspondence, memoranda, reports and other materials; record and transcribe minutes; compose routine correspondence. *E*
- Train and provide work direction to others as assigned; recommend new and revised office procedures as appropriate. *E*
- Establish and maintain positive staff and public relations. *E*
- Arrange and schedule a variety of meetings and conferences. *E*
- Operate a variety of office machines and equipment, including typewriter, copier, calculator and transcription equipment. *E*
- Perform related duties as assigned. *E*

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school supplemented by college-level course work in business, secretarial science or related field and three years of responsible secretarial and clerical experience.

**KNOWLEDGE OF:**

- Correct operations, procedures and methods of the DSS Office.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Receptionist and telephone techniques.
- Oral and written communication skills.
- District organization, operations, policies, and objectives.
- American Sign Language.

**ABILITY TO:**

- Plan, schedule and perform a wide variety of secretarial, clerical and typing duties in support of the DSS Office.
- Assemble diverse data and prepare clear and concise reports.
- Maintain complex and varied files and records.
- Type at 50 words net per minute from clear copy.
- Interpret and apply specific rules, policies and procedures of the DSS Office.
- Operate a variety of office machines and equipment, including typewriter, computer, word processing software, calculator, copier and transcription equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Provide work direction and guidance to others as assigned.
- Work confidentially with discretion.
- Add, subtract, multiply and divide quickly and accurately.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Prepare reports, correspondence and related materials.
- Utilize American Sign Language.

**LICENSES AND OTHER REQUIREMENTS:**

- Some positions in this classification may be required to possess a valid California driver's license.
- Certification in American Sign Language as required by the DSS Program.

**WORKING CONDITONS:**

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work as required by position.

**PHYSICAL DEMANDS:**

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling or crouching to maintain files.