

EMPLOYMENT OPPORTUNITY

Announcement Date: November 20, 2006

Position Number: 06-120

Closing Date: December 6, 2006

Position: SENIOR SECRETARY 100% (Temporary) - Library

Salary: Salary Range 25 – \$17.56-\$22.49/hourly
Successful candidate will start at step 1 except in cases where District deems appropriate.
No Health Benefits

Starting Date: As soon as possible

Position Information: This is a Full-Time temporary position. The days and hours of employment are Monday thru Friday 8:00-4:30pm. Days and hours of employment may change depending on District needs. No Health Benefits

Under the direction of an assigned administrator, perform complex secretarial and clerical duties of an assigned office or functions requiring technical knowledge of departmental policies and procedures and a general knowledge of District functions and operations; plan and organize office activities and coordinate the flow of communications to relieve the administrator of administrative and clerical details. Incumbents in the Secretary classification typically report to a Director-level administrator. Incumbents perform clerical and secretarial duties which require judgment and initiative within a well-defined range of alternatives. Incumbents in the Senior Secretary classification are typically assigned to a Dean. Incumbents perform duties involving a wide variety of diverse, complex and confidential secretarial and clerical tasks requiring a substantial amount of tact, judgment and initiative. Incumbents relieve the administration of routine administrative duties and provide work direction and guidance to clerical personnel assigned to the department. Perform a wide variety of clerical and secretarial duties for an administrator involving the use of independent judgment and an understanding of departmental functions and procedures. E Transcribe minutes of meetings; prepare Board agenda items for assigned office as designated; prepare schedules of meetings and assure that participants are informed of meeting dates. E Screen callers by telephone and in person, including students, teachers, administrators, parents and the public and provide information or direct to appropriate personnel; provide technical information concerning policies and procedures according to established guidelines. E Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, bulletins, letters and notices. E Type a variety of items including inter-office communications, requisitions, forms, letters, special projects and other materials from straight copy, rough draft or oral instructions. E Maintain a variety of complex records, logs, lists and files including materials of a confidential nature; maintain confidentiality of records and information. E Coordinate communication between supervisor and other District staff and the public; schedule appointments, meetings and conferences. E Check records, reports and other data for accuracy, completeness and compliance with established standards. E Receive, open and screen incoming mail. E Maintain records of various committees; install and revise filing systems and other clerical procedures. Order office supplies; maintain budget records and files; prepare information needed for budget development. E Operate a variety of office machines including personal computer and word processing software, such as Microsoft Office. E Train, assign and review work of subordinate office staff or student assistants. Perform related duties as assigned.

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.

QUALIFICATIONS: Any combination equivalent to: graduation from high school and two years increasingly responsible secretarial experience.

KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Modern office practices, procedures and equipment. Record-keeping techniques. Operation of office machines including personal computer and word processing software such as Microsoft Office. Oral and written communication skills. Telephone techniques and etiquette. Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy. Applicable sections of State Education Code and other applicable laws. Technical aspects of field of specialty. Collection and organization of data and information. ABILITY TO: Perform complex secretarial and clerical support duties. Plan, organize and coordinate office activities to relieve the administrator or administrative detail. Learn quickly operation, policies and procedures of assigned office or function. Compose independently or from oral instructions, letters, memos, bulletins and other material. Maintain a variety of filing systems. Meet schedules and time lines. Communicate effectively both orally and in writing. Complete work with many interruptions. Read, understand, learn and apply pertinent procedures and requirements. Train and provide work direction to others. Ability to type at an acceptable rate of speed, based on the requirements of the position. Operate a variety of office machines including personal computer and word processing software such as Microsoft Office. Make arithmetic calculations quickly and accurately. Perform work independently and with little supervision. Work cooperatively with others. Transcribe dictation accurately at an appropriate rate of speed.

METHOD OF APPLICATION:

Anyone interested in this position must request a Rio Hondo College Classified application and a Supplemental Questionnaire from the Office of Human Resources and return the completed forms, **with a resumé** by 4:30 on the closing date listed above. All applicants meeting the minimum qualifications may be required to take a test and will be notified of the date and time.

The Immigration Reform and Control Act requires the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States. As a condition of employment, the selected applicant must provide a set of fingerprints (at the applicant's expense) taken by an official Live Scan agency. For positions requiring a valid California driver's license, proof of insurability is required. *Applicants who are protected under the Americans with Disabilities Act and require accommodations for completing the application process, testing (if required for position), or the interview, due to a disability, please notify the Human Resources Office.*

A copy of this announcement will be provided in braille to visually impaired applicants upon request.



Office of Human Resources
3600 Workman Mill Road
Whittier, CA 90601
(562) 908-3405
www.riohondo.edu

An
Equal Employment
Opportunity
Employer

Job line # (562) 692-3677
FAX # (562) 908-0411
TDD # (562) 908-3422
(For Hearing Impaired)



**SUPPLEMENTAL QUESTIONNAIRE
SENIOR SECRETARY (Temporary) #06-120**

PLEASE NOTE: It is your responsibility to make sure that all requested information is complete on this supplemental questionnaire. Only complete supplemental questionnaires will be considered.

RESPONSES TO THE REQUESTED INFORMATION WILL BE REVIEWED, EVALUATED, AND SCORED. IT IS THEREFORE, VERY IMPORTANT THAT YOU PROVIDE A THOROUGH RESPONSE.

PLEASE PROVIDE TYPED OR WORD-PROCESSED RESPONSES ON SEPARATE PAGES.

1. This position performs a wide variety of technical and complex clerical duties which require highly developed clerical skills, independent judgment and extensive knowledge of the program or function. Please describe in detail your similar related job experiences.
2. Please describe in detail your experience working in an office that handles a high volume of public contact.
3. This position requires you to maintain budget records and files and provide the supervisor with information needed for budget development. Please describe experiences you have had in reconciling budgets and maintaining financial records.
4. What computer software and databases are you familiar with? Please include the length of time you have worked with each.
5. Please describe your experience in coordinating meetings, preparing agendas for meetings, transcribing minutes from meetings, and scheduling appointments.
6. Describe your experience coordinating and planning fund raising/social events.
7. This position requires a real self-starter. Please give two examples of initiative in one or more of your recent positions. This would be something you did over and above the requirements of the job.

Please print your name