

SECRETARY, CONFIDENTIAL HUMAN RESOURCES**DEFINITION:**

Under supervision of the Director of Personnel Services, perform complex technical and responsible secretarial work for the Personnel Office to relieve the director of a variety of administrative and office detail and to support the District's personnel/labor relations program involving collective bargaining, employee recruitment and selection, classification and pay, grievance and discipline and training and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and perform a variety of administrative duties in support of the day-to-day operations of the Personnel Department.
- Screen incoming correspondence in order of priority with appropriate backup material for reference; Independently or with general instructions, compose routine correspondence for supervisor's signature; review outgoing correspondence prepared by other staff members for the supervisor's signature for consistency, format, clerical errors, etc.
- Interpret District and other appropriate policies and procedures in order to answer questions.
- Conduct salary surveys, gather and give information or compile analyses; follow up on issues and actions at the bargaining table.
- Maintain the daily calendar, keeping supervisor informed of scheduled meetings, conferences, events; receive and screen visitors and telephone calls; refer callers or provide information as necessary.
- make travel arrangements; make arrangements for meetings, prepare agenda and background materials; attend meetings, take summary notes as required, and follow up on action items.
- Maintain confidentiality on sensitive matters; maintain and set-up confidential and administrative files; maintain personnel records and transactions, including personnel evaluations, payroll and attendance.
- Process requisitions.
- Compile a variety of information for the presentation of departmental reports and records.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Basic principles and methods of administrative surveys; correct English, grammar, spelling and punctuation; office methods, procedures and practices, and office automation, including computer operations/word processing.

Ability to:

Coordinate a variety of different secretarial tasks, determining the relative importance of each; reschedule and distribute work assignments due to changing priorities; learn independently; interpret and apply written policies and procedures; review office procedures; trace clerical processing errors; learn the operations of complex departments; plan, organize and oversee the work of others; establish and maintain cooperative working relationships; apply judgment, discretion and initiative; independently compose correspondence; keep complex records and files; screen mail, telephone calls and visitors; maintain confidential files; project needs for office equipment and supplies; read and write at a level appropriate to the duties of the position; make arithmetical computations; learn office automation applications and skills; type at a net corrected speed of 60 words per minute. ~~Shorthand preferred.~~

Experience:

Four years of progressively responsible clerical or secretarial work including computer operation/word processing which has provided the applicant the knowledge and abilities listed above.

Education:

Graduation from high school.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: September 5, 2000, effective July 1, 2000

Revised: October 8, 2002

Revised: July 2, 2015; Board Approved July 9, 2015