

Administrative Secretary
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246106>

Downloaded On: Oct. 5, 2024 5:43pm

Posted Sep. 30, 2024, set to expire Oct. 18, 2024

Job Title Administrative Secretary
Department Enrollment and Support Services Division
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Sep. 30, 2024

Application Deadline 10/18/2024

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Administrative Secretary

Rancho Santiago Community College District

Salary Range: Grade 12: \$64,514.91 - \$82,422.98

Job Type: Full Time

Job Number: CL24-01007

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Location: Santa Ana, CA

Division: SAC Enrollment and Support Services Division

Closing: 10/18/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under administrative direction - performs secretarial duties and a variety of specialized word processing; organizes office activities, files, and records; coordinates communications for an administrative office; and performs related duties and responsibilities as required

REPRESENTATIVE DUTIES

Performs secretarial duties such as receiving visitors and incoming calls; schedules meetings and appointments; performs varied and specialized document preparation, including letters, memos, reports, requisitions, and statistical materials; prepares materials in good format for reproduction; prepares confidential materials; may compose standard letters from general instructions; operates office machines and equipment, such as calculators, fax machines, photocopying and personal computers; posts data and information to files and records accurately; checks documents for completeness, accuracy, and conformance to proper procedure.

Organizes office activities including filing systems, record-keeping systems, schedules and calendars; may train, lead and coordinate the work of clerical assistants; compiles data and information from files and records.

Coordinates office communications; keeps administrator(s) informed; receives telephone calls, takes messages, and relays information accurately; orders and issues office supplies; schedules appointments; receives and distributes mail, maintains departmental budget and monitors expenditures.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to administrators in offices responsible for major activities in instructional or support areas.

This class differs from Executive Secretary in that office responsibilities are for activity areas, rather than major line and staff functions for the District and/or College.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of: English, grammar, spelling, and punctuation. Good Knowledge of: filing and filing systems; record-keeping and records systems; arithmetic; modern office methods, procedures, terms and equipment. Knowledge of: the principles and practices of supervision and training. Ability to:

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make arithmetic calculations rapidly and accurately; operate office equipment including personal computers and a variety of word processing/business applications; read and understand technical rules, regulations, policies, and materials; lay out and perform clerical work, involving judgment, maturity and accuracy; establish and maintain effective relationships with instructors, students, and others; train and lead part-time student helpers and clerical staff.

Job Qualifications

MINIMUM QUALIFICATIONSTraining and ExperienceAny combination of education and experience equivalent to one year of college level training in office management or a similar field and three years of responsible office experience including one year of experience equivalent to an Administrative Clerk in this District/College.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIAApplication ScreeningJob announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)

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- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Application Procedures To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Disability Accommodations Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human

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Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4663038/administrative-secretary>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Enrollment and Support Services Division
Rancho Santiago Community College District