

Administrative Secretary I  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262206>

Downloaded On: Sep. 9, 2025 10:32pm

Posted Sep. 8, 2025, set to expire Nov. 15, 2025

**Job Title** Administrative Secretary I  
**Department** EOPS/CARE/CalWORKs  
**Institution** Citrus Community College  
Glendora, California

**Date Posted** Sep. 8, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6550022>

**Apply By Email**

**Job Description**

Administrative Secretary I

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**Recruitment Start Date** 09/05/2025

**Recruitment End Date** 10/04/2025

**Open Until Filled**

**First Consideration Date**

**Salary Range** 31

**Pay Rate** \$4,748.68 - \$6,363.68 per month / \$27.40 - \$36.71 an hour

**FLSA Status** Non-Exempt

**Health & Wellness**

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- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

### Work-Life Balance

- [19 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

### Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- [Longevity Salary Increases](#)
- District paid employee post-retirement medical for those who qualify

### General Description/Summary

#### POSITION SUMMARY

Performs a variety of specialized secretarial and administrative support duties, including (but not limited to) transcribing of complex, specialized, or technical notes, composing of original documents, development and administration of office routines and systems, independent research, processing of financial transactions and payroll information, and reception.

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Minimum Qualifications/Education and Experience

- A high school diploma, or the equivalent, and four years of secretarial experience.

Preferred Qualifications

- Two years of previous clerical experience at an institution of higher education.
- Two years of experience working in a Student Services Department at a community college.
- Experience using Banner or similar ERP system.
- Demonstrated proficiency in using Microsoft Office products in the work setting.

Licenses and Certificates

Essential Duties and ResponsibilitiesESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs secretarial and clerical duties involving application of learning from prior experience, a working knowledge of the special terminology of the function to which assigned, basic understanding of the functions and procedures of other departments, and the use of judgment and an understanding of departmental functions and procedures.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and college. Receives questions and concerns from faculty and students, interprets and conveys policies and procedures, and refers difficult or sensitive matters to the appropriate source.
- Provides assistance to schedule planning and other business cycle processes. Compiles and may edit information for course descriptions. Forwards information to other departments.
- Types from rough drafts or verbal instructions a variety of materials such as letters, memoranda, recurring reports, and statistical data. Composes routine correspondence and forms as necessary. May transcribe dictation.
- Performs receptionist duties. Receives and screens visitors and telephone calls, referring to others as appropriate. Takes and forwards messages.
- Arranges miscellaneous meetings. Prepares schedules and informs participants, confirming dates and times. May make hotel and travel reservations.
- Inputs information onto relational databases. Updates information and maintains data files. Accesses relational databases for business and education support to extract information and standardized reports.
- May input class schedules into Banner.
- Compiles information from existing information systems and resources for reports. Organizes information to fit into requested formats. Prepares and maintains regularly required reports with established forms used by internal staff and external agencies.
- Performs special projects. Assists with research of libraries, business transactions, meeting recollections, employee and student records, etc., to compile reports for administration or to regulatory

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or governing agencies.

- Receives, handles and stores confidential information pertaining to the District or assigned division. Maintains confidentiality of private and sensitive information.
- Assists with purchasing processes for departmental materials and textbooks but preparing and monitoring purchase order status. May monitor departmental budgets to support a manager or administrator.
- May take notes, and maintains records of the proceedings from routine departmental meetings.
- May provide training and work guidance to student workers or other support staff.
- Performs other duties as assigned that support the overall objective of the position.

### Knowledge, Skills and Abilities

- Requires a well-developed working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires basic math skills sufficient to do sums, products, quotients, percentages and ratios.
- Requires a working knowledge of and skill in using various standard office machines, including personal computers with word processing, spreadsheet, and presentation graphics applications.
- Requires knowledge of and skill in using data entry screens for inputting and extracting information from databases.
- Requires sufficient math skills to perform financial and statistical recordkeeping.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Requires sufficient human relations skill to work with a diverse population, exercise patience when dealing with internal and external customers, and convey technical concepts.
- Requires the ability to independently perform all of the duties of the position.
- Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections.
- Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology to relieve an administrator or manager of certain administrative details.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to communicate with students, staff, and the public using courtesy, and in a manner that reflects positively on the department and the District.
- May require the ability to perform work assignments at all District locations.

### Physical Abilities

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a

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sedentary nature.

- Requires sufficient visual acuity to read printed material.
- Requires speech and hearing ability to carry on conversations in person and over the phone.
- Requires the ability to reach and pull materials from files and shelves.
- Requires sufficient hearing and speech ability for personal and telephone conversations and to hear sound prompts from equipment.
- Requires sufficient hand-eye and finger dexterity to write, use a keyboard at an advanced rate (55-wpm) and mouse or other pointing device.
- Requires the ability to reach (from low, level, and overhead) to file, access files, and move supplies and equipment in and out of storage areas.

Working Condition

- Work is performed indoors where minimal safety considerations exist.

**Department** EOPS/CARE/CalWORKs

**Job Category** Classified

**Assignment**

**Percentage of Time** 100%

**Months per Year** 12 months

**Work Days per Week** M-F

**Work Schedule per Day** M-Th 8:00 am - 5:00 pm & F 8:00 am - 4:30 pm

**Work Shift** Days

**Bargaining Unit** Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

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Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

#### About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this

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position.

- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

**Selection Process**

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

Quick Link <https://employment.citruscollege.edu/postings/1299>

**Contact Information**

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

**Contact**

EOPS/CARE/CalWORKs  
Citrus Community College

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