



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
invites applications for the position of:

Administrative Secretary

SALARY:	Not Displayed
DIVISION:	Santiago Canyon College Division of Continuing Education
OPENING DATE:	06/16/21
CLOSING DATE:	07/12/21 05:00 PM
START DATE:	As soon as possible after the offer of employment.
SITE:	OEC Provisional Education Facility (CHAP)
2020/2021 CSEA SALARY RANGE:	Grade 12: \$54,102.19 - \$56,856.91 - \$59,700.49 - \$62,677.38 - \$65,861.59 - \$69,119.89/year
2021/2022 CSEA SALARY RANGE:	Effective 07/01/2021: Grade 12: \$56,266.28 - \$59,131.19 - \$62,088.51 - \$65,184.48 - \$68,496.05 - \$71,884.69/year

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.

JOB QUALIFICATIONS:

TRAINING AND EXPERIENCE

Any 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.

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: 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.

Skills: Must complete keyboarding, proofreading, letter set up, secretarial and software skills evaluation. Screen committee will use results as one of the selection criteria.

SKILLS EVALUATION

In order to be considered for this position, an applicant will need to take a skills evaluation test on or before the closing date. The results to the skills evaluation will be provided to the applicant within five (5) business days and the results will be valid for six (6) months from the date of the test. To schedule an appointment, applicant will need to contact Human Resources at (714) 480-7350. It is the responsibility of the applicant to make this appointment.

SELECTION CRITERIA

Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience in working with diverse socio-economic communities
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving

Based upon the information presented on 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 oral interview.

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 correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Method of Application

For consideration in the selection process, interested persons must complete the RSCCD application and upload all required documents online by the specified closing date for the position.

Please upload the following application materials in the appropriate boxes with your online application by the closing date:

- Resume (Required)

This applicant pool may be used for vacancies in the same classification occurring within the next six months.

Pre-Employment Requirements

Candidates selected for employment will be required to provide current verification of a negative TB test or chest x-ray, complete the district's fingerprinting process, and bring proof of their legal right to work in the United States. Cost of TB testing, fingerprinting and the fee for criminal record check will be paid for by the candidates.

The Rancho Santiago Community College District is an equal employment opportunity employer and prohibits discrimination and harassment 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.

The District will make reasonable accommodations for applicants with disabilities. Applicant should contact the Human Resources Office for assistance.

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2323 N. Broadway
 Santa Ana, CA 92706
 employment@rsccd.edu
 714-480-7350

Position #CL21-00112
 ADMINISTRATIVE SECRETARY
 RB

employment@rsccd.edu
