

**Job Summary:**

The job of Secretary, Internal Business Services was established for the purpose/s of performing a variety of specialized and difficult clerical work, performing some limited general accounting functions, relieving supervisors of administrative and clerical details, and performing related works as required.

**Essential Functions:**

- ▶ Coordinates travel, meeting and conference arrangements for the purpose of assisting staff in the Internal Business Services division.
- ▶ Distributes reports, checks and mail for the purpose of ensuring that documents are routed to the correct personnel.
- ▶ Greets employees and public visitors for the purpose of providing information and/or referral to the appropriate individuals or divisions.
- ▶ Inputs data into the absence computer information system for the purpose of maintaining accurate records.
- ▶ Maintains accounts receivable, cash receipts, invoices, and collections for the purpose of having up-to-date and accurate receivables.
- ▶ Maintains schedules of appointments and meetings for the director for the purpose of ensuring that all appointments and meetings with staff and the public are kept.
- ▶ Maintains various files (accounts payable warrants, journal entries, cash receipts, deposits, etc.) for the purpose of having easily accessible information readily available when needed.
- ▶ Operates a variety of office machines for the purpose of facilitating the needs of the job.
- ▶ Prepares files, letters and financial reports for the purpose of assisting staff with state and federal compliance.
- ▶ Prepares requests for warrants and purchase orders for the purpose of ordering necessary materials, supplies, etc., needed by staff in order to perform their duties.
- ▶ Provides a wide variety of complex and responsible clerical and secretarial duties for the purpose of relieving the director of routine administrative functions not requiring his/her immediate attention.
- ▶ Provides back-up to business technicians and the mail clerk for the purpose of meeting deadlines.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - operate standard office equipment;
  - type at a speed of 50 net words per minute from clear copy;
  - prepare, create, and edit memos, reports, letters and other documents;
  - proofread material and make necessary corrections;
- ▶ **Knowledge of:**
  - general accounting procedures;
  - computers and electronic mail systems;
  - modern office methods, practices and procedures;
  - correct English word usage, spelling, grammar and punctuation;
  - records management procedures;
  - basic financial document types and their purpose;
- ▶ **Ability to:**
  - use computers, electronic mail systems and software, i.e., Excel, Word, etc.;
  - organize, coordinate and oversee office activities;
  - make mathematical calculations quickly and accurately;
  - learn, interpret, apply and explain regulations, policies and procedures;
  - compose correspondence and written materials independently, or from oral or written instructions;
  - establish and maintain effective working relationships with others;
  - analyze problems and identify solutions.

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Job-related experience with increasing levels of responsibility is desired.

**Education Required:**

- ▶ High school diploma or the equivalent.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Typing certificate verifying 50 net words per minute from clear copy.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

**December 2011**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.