TITLE: Senior Secretary

DEPARTMENT: Facilities Operations, Planning and Public Safety

FUNCTION: Utilizes dictation, computer and typing skills and is involved in many additional tasks, some of which are outlined below. A Senior Secretary is expected to be able to perform more complex work and/or work with less direction than a Secretary. Responsibilities will vary dependent upon the Division/Department.

REPORTS TO: Office Manager, Facilities, Planning, Operations & Public Safety

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Takes and transcribes dictation, including minutes of meetings when required.
2. Performs required computer functions including but not limited to WordPerfect-tables, merges, etc.
3. Prepares letters, reports and memoranda for principal(s) signature and/or types division/departmental minutes.
4. Opens and sorts incoming mail if requested to do so by the principal.
5. Maintains accurate files and records
6. Assembles and summarizes data using office machine when required.
7. Receives telephone calls and greets visitors.
8. Answers routine inquiries and routes all other inquiries to the appropriate person.
9. Schedules appointments and meetings and makes the necessary arrangements for office space and equipment.
10. May handle travel arrangements.
11. Performs any other related tasks as may be assigned.
12. Performs additional tasks or duties as assigned by the Office Manager or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
• Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning

**Education:** High School graduate – Secretarial School education preferred.

**Experience:** Two to four years’ secretarial experience. One to two years of secretarial experience at the College preferred.

**Other:**
1. Ability to type at 50 words per minute.
2. Ability to perform required functions on the computer, (tables, merges, etc.)
3. Ability to take dictation at 80 words per minute.
4. Ability to communicate effectively both orally and in writing.
5. Ability to plan and organize work effectively with a positive attitude toward all work assigned.
6. Must be cooperative, tactful and interact well with students, faculty and staff.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: ___________________________  Date: _____________
Name/Title

Approved by: ___________________________  Date: _____________
Name/Title

Reviewed by: ___________________________  Date: _____________
Human Resources

Board Approval: ___________________________  Date: _____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**