

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
EDUCATIONAL SUPPORT SERVICES SUPPORT SECRETARY II**

DEFINITION:

Under general supervision, to assist and relieve the project administrator or director of paperwork and impedimenta so that they may devote maximum attention to the operations of the Educational Support Services Department (Math and Science grant funded programs).

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Perform a variety of complex secretarial duties related to the assigned department.
- Serve as backup to receptionist as requested.
- Serve as back up mail clerk.
- Serve as the department secretary, greeting and directing individuals and telephone calls.
- Receive, sort, and screen department mail, composing replies to those items that do not require administrative attention. Prepare outgoing mail.
- Prepare and process a variety of correspondence, documents, and forms.
- Create a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Establish and maintain filing and record keeping systems.
- Develop and prepare materials for duplication and printing.
- Operate a variety of office machines and equipment.
- Prepare purchase orders, maintain inventory of office supplies and materials.
- Prepare materials and assist in the arrangements for meetings including flyers, nametags, making logistical arrangements for facility, food, and other related tasks for regional and county-wide meetings, trainings, and conferences, i.e., Science Fair, author visits, Principal Network Meetings, etc.
- Coordinate and maintain a variety of work from more than one supervisor.
- Compile, develop, monitor, and review a variety of reports and statistical data.
- Understand long-term and short-term goal(s) of the department.
- Understand, use, and stay current with a variety of computer programs (Microsoft Word, PageMaker, Excel, FileMaker Pro, etc.).
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Perform other duties as assigned.
- Drive occasionally for department business (optional).

QUALIFICATIONS:

Knowledge of:

Modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation.

Ability to:

Understand long-term and short-term goals and outcomes for all aspects of the department; learn, interpret, and apply administrative and departmental policies with good judgment; analyze situations carefully and adopt effective courses of action; demonstrate competence in computer programs, i.e., word processing, database, desktop publishing, spreadsheet; establish and maintain effective working relationships with staff and the general public; work effectively with constant interruptions.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

EXPERIENCE:

Type or keyboard at a level necessary for expected job performance.
Personality to maintain human relationships demanded in a public service agency.
Minimum 3 years secretarial experience.

EDUCATION:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in word processing, filing, and office practices.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.