



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ADMINISTRATIVE ASSISTANT IV – SELPA

### DEFINITION:

Under supervision of the Assistant Superintendent – SELPA, the SELPA Administrative Assistant will perform a variety of complex and responsible clerical assignments, to relieve the administrator of clerical and administrative detail by coordinating, organizing, leading, and participating in the various operational aspects of the administrator's assignment; support other administrators in the department; and to do other related work as required. This class of secretary differs from the other secretarial classes in the complexities involved in the effective coordination of a multi-function department and the confidentiality of employer-employee relations' matters.

### 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, which may be found in positions within this classification.

#### SELPA

- Perform technical and complex secretarial tasks related to the preparation, processing, and distribution of documents associated with the SELPA, Department of Education, and Tehama County school districts and charter LEAs.
- Gather items, prepares the agenda, and record the minutes of the SELPA Governance Council Executive Committee and Community Advisory Council meetings.
- Sets dates for a variety of yearly SELPA meetings and coordinates dates with Districts/LEAs.
- Obtains, interprets, and provides information to district officials; works with district administrators and their staff to meet the timeline and compliance requirements pertaining to requests for State reports and special projects as assigned.
- Independently researches, compiles, prepares materials and statistical reports for the SELPA Administrator and other special education agencies.
- Prepares various reports and maintains files on behalf of the SELPA Administrator and other department administrators;
- Receives and handles telephone and personal contacts of a sensitive nature from superintendents, district directors, business administrators, parents, and other agencies maintaining confidentiality.
- Serves as the liaison between the SELPA Administrator and other district officials and the California Department of Education.
- Receive, sort, and screen SELPA mail and independently respond to letters and general correspondence.
- Promotes effective relations with surrounding districts and district personnel, parents, schools, and communities.
- Works closely with the SELPA Budget Analyst regarding budget planning and maintenance of the office budget
- Works closely with the SELPA Data Technician regarding student databases and serves as the backup for the Data Technician.
- Compile, develop, monitor, and review a variety of reports and statistical data without supervision; Prepares and submits various reports to the California Department of Education, Special Education Division, under supervision of the Assistant Superintendent.
- Independently compose and prepare a variety of correspondence, documents, forms, and materials from oral directions, rough drafts, handwritten notes, or charts using a variety of software independently with minimal supervision and direction.
- Establish and maintain filing and record keeping systems for the Assistant Superintendent and other administrators in the department.



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Official:   
Effective: 12/04/19

- Develop and maintain procedures, and databases, for a variety of department functions.
- Prepare purchase orders and maintain inventory of office supplies, and materials.
- Arrange travel, meetings, and professional development needs of the Assistant Superintendent and other administrators in the department.
- Arrange department workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Prepare and assemble materials and compile data for employer-employee relations.
- Make appointment and maintain calendars for the Assistant Superintendent and other department administrators. Use a client-centered approach to all telephone conversations, giving information and responses not requiring the attention of a supervisor.
- Greet visitors and provide information requested, based upon departmental procedures
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Attend seminars, training sessions and meetings as assigned; Participate on committees as assigned.
- Perform other related duties as assigned.
- Drive occasionally for department business (optional).

*Medi-Cal Local Education Agency (LEA)*

- Gather items, prepares the agenda, records the minutes of the MediCal Collaborative meetings.
- Provides data to the SELPA Accounting Technician and Budget Analyst for LEA billing through the coordination of data collection and monitoring of LEA reporting.
- Arrange for training and technical assistance to designated staff.
- Collects and prepares data for accounting staff for fiscal reports.

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:

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by training in secretarial skills or relevant computer software applications programs.
- Five (5) years of varied, progressive clerical support experience preferably involving some public contact. Can substitute two (2) years of work experience at the Administrative Assistant III level at TCDE or three (3) years of work experience at Administrative Assistant II level at TCDE. Combination of different Administrative Assistant levels at TCDE will be considered on a case-by-case basis.
- A varied combination of applicable post-secondary education coursework and experience will be considered on a case by case basis.

KNOWLEDGE OF:

- Business letter writing (letters, reports and miscellaneous correspondence) and the standard format for reports and correspondence keeping within department specific protocols.
- Modern office administrative and secretarial practices and procedures related to the department assigned.
- Computer applications related to the work, including word processing, database and spreadsheet software.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- English usage, grammar, spelling, vocabulary, and punctuation; business arithmetic and basic statistical techniques.
- Principles and practices of data collection and report preparation.



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- The Brown Act

ABILITY TO:

- Maintain confidentiality using tact and discretion.
- Perform responsible administrative and secretarial support work with accuracy, efficiency, with little supervision. Provide varied, responsible office administrative work
- Understand the organization and operation of the Tehama County Department of Education SELPA, Districts, LEAs, and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Exercise judgment in relieving the SELPA Administrator of administrative details within a defined scope of established responsibility
- Establish and maintain a complex data management, storage and retrieval system
- Maintain and compile accurate and complete records and reports
- Handle multiple tasks simultaneously with a high volume workload in a stressful environment with continuous interruptions. Meet schedules, timelines, and tight deadlines
- Handle direct contact with district staff, parents, and public without guidance from the Administrator, in difficult interpersonal situations; establish cooperative working relationships.
- Expertise in word processing, database and spreadsheet programs, internet use and communication through email and compile and prepare comprehensive reports.
- Quickly analyze complex situations and take appropriate action
- Understand and carry out oral and written directions.
- Typing at a level necessary for expected job performance.

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.

**HRS Office Use Only**

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**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: December 4, 2019