

JOB DESCRIPTION
August 2016

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

RECEPTIONIST/SECRETARIAL ASSISTANT I, II & III

General Purpose:

A Receptionist/Secretarial Assistant is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Receptionist/Secretarial Assistant performs a wide variety of routine assistance and secretarial work and serves as a Placer County Office of Education (PCOE) receptionist, greets, receives and responds to all office visitors and telephone calls, provides information, answers questions and addresses concerns.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Performs office assistance, clerical and secretarial work in general related to assigned location and assists assigned department(s) in all applicable service areas.
- Answers and screens telephone calls on a centralized telephone system, answering inquires, responding to concerns, and referring callers to other staff as appropriate.
- Receives and directs office visitors.
- Maintains scheduling for use of PCOE rooms and facilities.
- Coordinates scheduling procedures and contracts with outside users and ensures proper room set up.
- Updates electronic communications, i.e., general message board.
- Receives and distributes PCOE mail, and mails out requested information.
- Gathers information, prepares and updates documents, lists and publications.
- Operates office equipment and computers.
- Maintains various files and database information.
- Assists with scheduling and administering tests to applicable parties.
- Provides general assistance to presenters.
- Assists in providing supplemental staffing for professional development activities hosted by PCOE, school districts and outside agencies.
- Assists in coordinating overall security functions of assigned school building(s) and offices(s).
- Assists with projects and diverse processes.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.

RECEPTIONIST/SECRETARIAL ASSISTANT I, II & III/PAGE 2

Experience:

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

Receptionist/Secretarial Assistant I

- Responsible office assistance work experience preferably including public contact.

Receptionist/Secretarial Assistant II

- Two (2) years of proven increasingly responsible secretarial, receptionist work experience comparable to a Receptionist/Secretarial Assistant I with PCOE.

Receptionist/Secretarial Assistant III

- Five (5) years of proven increasingly responsible secretarial, receptionist work experience comparable to a Receptionist/Secretarial Assistant II with PCOE.

Knowledge, Skills and Abilities:

- Knowledge of policies, functions and procedures of PCOE.
- Knowledge of filing and recordkeeping procedures.
- Knowledge of letter and report writing.
- Knowledge of receptionist and telephone techniques.
- Knowledge of office practices, methods, procedures, and equipment.
- Knowledge of correct English usage, spelling, grammar, and punctuation.
- Knowledge of mathematics.
- Skills to use Microsoft Office Suite, including Outlook.
- Ability to interpret and apply rules, policies, and regulations with good judgment in a variety of situations.
- Ability to work with minimum supervision.
- Ability to compile information and prepare accurate reports.
- Ability to make arithmetical calculations quickly and accurately.
- Ability to type at a rate of 45 net words per minute from clear, legible copy.
- Ability to operate a variety of office equipment.
- Ability to deal tactfully and courteously with persons seeking information and expressing concerns about PCOE policies and functions.
- Ability to establish and maintain cooperative working relationships.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 45 net words per minute (wpm) issued within the last two years.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

RECEPTIONIST/SECRETARIAL ASSISTANT I, II & III/PAGE 3

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: Receptionist/Secretarial Assistant I: 20.5
Receptionist/Secretarial Assistant II: 22.5
Receptionist/Secretarial Assistant III: 24.5

Reviewed and Approved:

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____