STAFF SECRETARY I, II & III

General Purpose:
A Staff Secretary I, II & III is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Staff Secretary serves as secretary to assigned Office of Education administrative staff; performs a variety of complex secretarial work; relieves administrators and departmental staff of a variety of administrative detail work including dealing with the public and county office staff.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:
- Performs complex secretarial and administrative detail work for assigned Placer County Office of Education (PCOE) administrative staff.
- Assists office visitors and telephone callers.
- Answers inquires, responds to concerns, and refers them to other staff as appropriate.
- Compiles information for records and reports.
- Composes correspondence, types reports, documents, letters, forms, and other items.
- Sets up materials for meetings and conferences.
- Completes, maintains and checks required forms when necessary.
- Maintains inventories including office supplies and program material.
- Maintains detailed records of program activities and functions for a variety of programs, according to program guidelines and requirements.
- Gathers material and distributes agenda for boards and committees.
- Attends meetings, taking and transcribing notes of proceedings.
- Compiles data and prepares reports including those required by other government agencies.
- Researches historical information contained in data, files and records.
- Operates office equipment; operates a computer terminal and uses software packages to maintain detailed program information and operating records and to provide a variety of duties.
- Processes purchase orders and assists with department budgets.
- Assists with the development of information requirements for assigned programs.

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

**Staff Secretary I:**
- Three (3) years of responsible secretarial work experience, preferably including experience involving extensive public contact.
  *Staff Secretary I’s do not automatically advance to a Staff Secretary II, but must compete for open positions.*

**Staff Secretary II:**
- Two (2) years responsible secretarial work experience comparable to a Staff Secretary I with PCOE.

**Staff Secretary III:**
- Following ten (10) consecutive years at the PCOE with the most recent five (5) years of experience at the Staff Secretary II level with satisfactory evaluations.
  *Implementation of the movement to Staff Secretary III will be on either January 1st or July 1st following the anniversary of ten (10) consecutive years at PCOE.*

Knowledge, Skills and Abilities:
- Knowledge and skills in 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.
- Comprehensive knowledge of the program area where assigned.
- Knowledge of laws and regulations affecting assigned program functions and services.
- Knowledge of financial, budgetary and account recordkeeping.
- Knowledge of purchasing and inventory procedures.
- Knowledge and ability in the operation of computer equipment.
- Skills in Microsoft Office Suite and specialized department software applications.
- Interpersonal skills.
- Ability to perform a variety of difficult secretarial and administrative detail work.
- Ability to interpret and apply rules, policies, and regulation 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 words per minute (Staff Secretary I) or 55 words per minute (Staff Secretary II & III) from clear, legible copy.
- Ability to work with word processing and other computer software.
- Ability to deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Ability to establish and maintain cooperative working relationships.
- Ability to maintain a variety of administrative files and records.

Required Testing:
- Applicants may be tested on skills applicable to position.
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 wpm (Staff Secretary I) and 55 net wpm (Staff Secretary II & III) issued within the last two years.

Clearances:
- Criminal Justice Fingerprint Clearance
- TB Clearance

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 stooping, kneeling, crouching; reaching, handling, fingerling 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: Staff Secretary I: 23.5
Staff Secretary II: 25.5
Staff Secretary III: 27.5

Reviewed and Approved:

Supervisor: _______ Date: 7-2-14

Human Resources: _______ Date: 7/7/14