

JOB DESCRIPTION
July 2014

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

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.

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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.

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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, 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: 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: 7/9/14