

Job Summary:

The job of Secretary - General Services is done for the purpose/s of performing a variety of specialized and difficult clerical work, performing some limited general accounting functions, relieving supervisors of administrative and clerical details, and performing related work as required.

Essential Functions:

- ▶ Coordinates telecommunications, installation and repair requests for the purpose of providing telephone services.
- ▶ Coordinates various insurance company forms and procedures for the purpose of maintaining property inventory, acquiring certificate of insurance forms, and providing accident forms to staff.
- ▶ Receives the request and follow-up correspondence to create new accounts with the County Treasury for the purpose of providing the governing board authorized accounts needed by districts.
- ▶ Facilitates expulsion and inter-district attendance appeals materials and assists with board meetings as needed for the purpose of processing all related paperwork from parents to the county board and affected school districts.
- ▶ Interviews/greets school representatives, employees and the public at large for the purpose of providing information and/or referral to the appropriate individuals or divisions.
- ▶ Maintains district correspondence files, county deposits, contracts, accounting and budget records, mail delivery list, equipment inventory list, and records retention log for the purpose of having up-to-date, accurate and easily accessible information readily available when needed.
- ▶ Operates a variety of office equipment for the purpose of facilitating the needs of the job.
- ▶ Prepares reports, schedules, correspondence, calendars, county office forms, contracts AV/County Counsel/housing, etc., and replacement W-2 forms for the purpose of facilitating the needs of the job, disseminating information and providing services to schools.
- ▶ Prepares requests for warrants and purchase orders for the purpose of ordering necessary materials, supplies, etc., needed by the Business Services staff in order to perform their duties.
- ▶ Processes correspondence, employee absence reports, and mail for the purpose of assisting the supervisor with the tracking, reporting and distribution of information and/or routing to the appropriate person.
- ▶ Scans/indexes official documents including county receipts, audit reports, budget reports, legal opinions, meeting documents, unaudited annual financial statements, etc., for the purpose of creating electronic copies of official documents that are organized and indexed to provide network access and retrieval by staff.
- ▶ Schedules district meetings, staff meetings, vendor services, conferences, workshops, assigned tasks, and equipment maintenance for the purpose of coordinating the supervisors' schedules, district and staff training, and the completion of required operations.
- ▶ Types letters, memos, reports, financial documents, computer entry, JPA agenda/minutes and reports for the purpose of disseminating information to staff, agencies, vendors, school districts and the public.
- ▶ Performs other duties as necessary for the purpose of facilitating the program needs.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - operate office equipment including a computer, 10-key calculator, copier, telephone, scanner, fax machine, projector, copier, etc.;
 - deal with the public and coworkers courteously, tactfully, cooperatively, and in a timely manner;
 - type at a net speed of 50 wpm from clear copy.
- ▶ **Knowledge of:**
 - general accounting procedures;
 - computers, electronic mail systems;
 - Tulare County Office of Education policies and practices;
 - modern office methods, practices and procedures;
 - correct English word usage, spelling, grammar, and punctuation;
 - records management procedures;
 - basic financial document types and their purpose.
- ▶ **Ability to:**
 - use a computer to update and create correspondence, retrieve financial information, use electronic calendars, store and retrieve documents and other basic word processing, spreadsheet and data base applications (preferably Microsoft Word, Excel and Access);
 - understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations;
 - perform secretarial work with speed and accuracy;
 - write legibly;
 - understand and complete oral and written directions;
 - speak, write and interpret Spanish is preferred;
 - communicate effectively, orally, and in writing.

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and tracking budget expenditures. There is a continual opportunity to have some impact on the Organization's services. 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, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations.

Experience Required:

- ▶ Job-related experience with increasing levels of responsibility is desired.

Education Required:

- ▶ High school diploma, or the equivalent, with supplementary training in business and computer course work.
- ▶ Targeted job-related education that meets organization's prerequisite requirements.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Typing Certificate verifying a net speed of 50 wpm from clear copy.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

February 2014

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.