

## **JOB DESCRIPTION**

**JobTitle: *Special Services Program Secretary (7339)***

### **Job Summary:**

Under the general supervision of the Administrator, the Special Services Secretary will perform a variety of specialized and complex clerical/stenographic work; will relieve the supervisor of administrative and office details which often requires working with staff regarding sensitive issues; and will perform related work as required.

### **Essential Functions:**

- ▶ Interviews and greets callers and visitors for the purpose of providing information and/or to refer to appropriate divisions on routine matters.
- ▶ Maintains records/files to ensure easy reference and accessibility.
- ▶ Types and/or takes and transcribes dictation for the purpose of disseminating information to staff, agencies, etc.
- ▶ Makes arrangements for meetings, conferences, workshops and business trips for the purpose of coordinating the supervisor's schedule.
- ▶ Operates a variety of office equipment for the purpose of facilitating the needs of the job.
- ▶ Prepares reports, schedules, correspondence, flyers, bulletins, calendars, brochures, and county office forms to facilitate the needs of the job and to disseminate information.
- ▶ Screens and routes correspondence and mail for the purpose of assisting the supervisor with the distribution of information and/or to route telephone calls or mail to the appropriate person.
- ▶ Composes and creates correspondence, flyers, forms, reports, certificates, programs, name tags, and transparencies to assist the supervisor in disseminating information to various sources.
- ▶ Types confidential files, letters, and evaluations for the purpose of assisting the supervisor with confidential program needs.
- ▶ Maintains schedules of appointments and meetings for the supervisor to ensure that all appointments and meetings with staff and the public are kept.
- ▶ Prepares/monitors working budget amounts, reports, and program expenditures for the purpose of insuring expenditures are coded accurately and are within budget limits.
- ▶ Answers questions about program and/or personal concerns for special services staff (certificated and classified) to relieve the supervisor of the need to address minor program and personal concerns.
- ▶ Coordinates/organizes and sets up countywide student activities and workshops for the purpose of facilitating performance and participation opportunities for special needs students.
- ▶ Performs other duties as assigned to ensure that program needs are facilitated.

### **Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - manage records.
- ▶ **Knowledge of:**
  - state and federal financial reports;
  - computers, electronic mail systems, networks and modems;
  - Tulare County Office of Education policies and procedures;
  - modern office methods, practices and procedures;
  - correct English grammar, spelling and punctuation.
- ▶ **Ability to:**
  - use computers to update and create correspondence, retrieve financial information, use electronic calendars, store and retrieve documents and other basic word processing applications;
  - transcribe (either by machine transcription, shorthand, computer or by composing a letter from draft form);
  - understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations;
  - perform secretarial work with speed and accuracy;
  - type at a speed of 50 wpm from clear copy.

### **Education Required:**

- ▶ High school diploma or the equivalent.
- ▶ Formal and informal education equivalent to completion of twelfth grade with supplementary training in business and stenographic courses.

### **Training Required:**

- ▶ Completion of business and computer course work.

### **Licenses, Certifications, Bonding and/or Testing Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Typing certificate verifying 50 net words per minute.

**FLSA Status:** Non-Exempt

**May 24, 2001**

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.