

## **JOB DESCRIPTION**

**JOB TITLE: *Clerical Assistant/Secretary (9114)***

### **Job Summary:**

Under general supervision performs a variety of varied typing and general clerical work of average difficulty and performs related work as required.

### **Essential Job Functions:**

- ▶ Answers/greets visitors, co-workers, outside agents, clients, and parents to furnish information and refer to the proper sources
- ▶ Prepares letters, memos, reports, bulletins, flyers, staff handbooks, questionnaires, requisitions, various forms, i.e., time sheets, medical, orientation letters, packets of information to communicate with employees and the general public, and for written documentation of information
- ▶ Maintains schedules/calendars (workshops, conferences), files, records (absence, activity, expenses) and substitute roster (certificated and classified) to ensure efficient operations
- ▶ Processes (receives, sorts, distributes) mail, purchase orders, transportation requests, certificated and retirement forms to provide timely and accurate distribution
- ▶ Operates standard office machines including word processor/computer, laminator, fax machine, printer, answering machine, binding machine, calculator/10 key, pencil sharpener to complete essential functions
- ▶ Inventories equipment and supplies to maintain a record of items for the Tulare County Office of Education.

### **Other Job Functions:**

- ▶ Performs other duties as assigned

### **Essential Job Requirements - Qualifications:**

- ▶ **Experience Required:**
  - experience sufficient to have acquired advanced knowledge of modern and efficient office methods, practices and procedures; written and oral communication skills and work standards
- ▶ **Skills, Knowledge and/or Abilities Required:**
  - ▶ **Skills to:**
    - type at a speed of 45 wpm from clear copy
  - ▶ **Knowledge of:**
    - state/federal financial reports
    - basic understanding of micro computers and electronic mail systems, networks and modems
    - Office of Education policies and procedures
    - correct English word usage, spelling, grammar and punctuation
    - office and records management
  - ▶ **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 (preferably WordPerfect)
    - 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

### **Training Required:**

- ▶ Completion of business and computer course work.

### **Education Required:**

- ▶ High school diploma or the equivalent.
- ▶ Supplementary training in business and stenographic courses.

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

- ▶ Valid California driver's license, typing certificate.

### **Other Special Requirements/Qualifications:**

- ▶ travel locally;
- ▶ perform routine repetitive tasks to completion;
- ▶ attend in-service training, meetings, classes, conferences.

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.

**March 1995**

## **JOB DESCRIPTION**

**JOB TITLE: *Clerical Assistant/Secretary (9114)***

### **Job Summary:**

Under general supervision performs a variety of varied typing and general clerical work of average difficulty and performs related work as required.

### **Essential Job Functions:**

- ▶ Answers/greets visitors, co-workers, outside agents, clients, and parents to furnish information and refer to the proper sources
- ▶ Prepares letters, memos, reports, bulletins, flyers, staff handbooks, questionnaires, requisitions, various forms, i.e., time sheets, medical, orientation letters, packets of information to communicate with employees and the general public, and for written documentation of information
- ▶ Maintains schedules/calendars (workshops, conferences), files, records (absence, activity, expenses) and substitute roster (certificated and classified) to ensure efficient operations
- ▶ Processes (receives, sorts, distributes) mail, purchase orders, transportation requests, certificated and retirement forms to provide timely and accurate distribution
- ▶ Operates standard office machines including word processor/computer, laminator, fax machine, printer, answering machine, binding machine, calculator/10 key, pencil sharpener to complete essential functions
- ▶ Inventories equipment and supplies to maintain a record of items for the Tulare County Office of Education.

### **Other Job Functions:**

- ▶ Performs other duties as assigned

### **Essential Job Requirements - Qualifications:**

- ▶ **Experience Required:**
  - experience sufficient to have acquired advanced knowledge of modern and efficient office methods, practices and procedures; written and oral communication skills and work standards
- ▶ **Skills, Knowledge and/or Abilities Required:**
  - ▶ **Skills to:**
    - type at a speed of 45 wpm from clear copy
  - ▶ **Knowledge of:**
    - state/federal financial reports
    - basic understanding of micro computers and electronic mail systems, networks and modems
    - Office of Education policies and procedures
    - correct English word usage, spelling, grammar and punctuation
    - office and records management
  - ▶ **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 (preferably WordPerfect)
    - 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

### **Training Required:**

- ▶ Completion of business and computer course work.

### **Education Required:**

- ▶ High school diploma or the equivalent.
- ▶ Supplementary training in business and stenographic courses.

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

- ▶ Valid California driver's license, typing certificate.

### **Other Special Requirements/Qualifications:**

- ▶ travel locally;
- ▶ perform routine repetitive tasks to completion;
- ▶ attend in-service training, meetings, classes, conferences.

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.

**March 1995**