

Tulare County Office of Education
JOB DESCRIPTION

POSITION TITLE: *Foster Youth Liaison/Secretary (9756)*

Job Summary:

Under general supervision, performs a variety of specialized and difficult clerical and stenographic work to relieve the Foster Youth Services Coordinator of clerical details, and performs related work as required.

Essential Job Functions:

- ▶ Maintain/handle confidential records, files, ensuring complete security.
- ▶ Assist in the organization and management of student records related to registration, enrollment, attendance, scheduling, and grades of students for decision-making.
- ▶ Compile and prepare a variety of record extracts, labels and reports related to the student information systems data.
- ▶ Troubleshoot various technical issues related to the student information systems via phone, email or in person.
- ▶ Analyze data collection problems for the purpose of developing solutions and making effective decisions and corrections.
- ▶ Disseminate information/reports for the purpose of providing district/TCOE staff with student data statistics as requested and on a monthly basis.
- ▶ Type and/or take and transcribe dictation.
- ▶ Make arrangements for meetings, conferences, workshops and business trips.
- ▶ Operate a variety of office equipment.
- ▶ Prepare reports, schedules, correspondence, flyers, bulletins, calendars, brochures, county office forms.
- ▶ Screen and route correspondence and mail.
- ▶ Compose and create correspondence, flyers, forms, reports, certificates, programs, such as name tags, transparencies.
- ▶ Plan and assist in the coordination of county-wide events.
- ▶ Ability to maintain confidentiality
- ▶ General understanding of foster youth
- ▶ Assist in the coordination of workshops and in-services.

Other Position Functions:

- ▶ Performs other duties as necessary

Essential Position Requirements - Qualifications:

- ▶ Experience Required:
 - Experience sufficient to have acquired advanced knowledge of modern and efficient office techniques, tools and procedures; written and oral communication skills and work standards.

Skills, Knowledge and/or Abilities Required:

- ▶ Skills to:
 - transcribe (either by machine transcription, shorthand, computer or by composing a letter from draft form);
 - type at a speed of 50 wpm from clear copy;
 - utilize basic software applications including Microsoft Word, Excel, Adobe Design software, presentation software and any software necessary to perform identified tasks;
 - communicate effectively both orally and in writing;
 - establish and maintain cooperative working relationships with others;
 - meet schedules and time lines; and
 - adapt to periodic heavy workload.
- ▶ Knowledge of:
 - state/federal financial reports;
 - micro computers and electronic mail systems, networks and modems;
 - Office of Education policies and procedures;
 - modern office methods, practices and procedures; and
 - correct English word usage, spelling, grammar and punctuation.
- ▶ Ability to:
 - understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations;
 - Manage and prioritize multiple tasks.
 - perform secretarial work with speed and accuracy; and
 - work independently in the absence of supervision.

Training Required:

- ▶ Completion of business and computer coursework.

Education Required:

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

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

- ▶ Typing Certificate
- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

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 2016