Experience Required:
- pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Generally the and customary methods of performing the job's functions requires the following physical demands:
- some lifting, carrying, and some pushing.
- movement of objects up to 30 pounds.

Reform and Control Act.
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.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:
- High school diploma or the equivalent.

Typing certificate verifying 50 net words per minute from clear copy.

Skills to
- use a 10-key calculator, computer and software including Microsoft Excel, Word, Outlook and PowerPoint;
- use computers to maintain and manage data, store and retrieve documents, type reports and presentation materials, and other basic word processing applications;
- use MOUs, agreements, and contracts for dissemination to districts, vendors, and agencies for Special Services, SELPA and related services;
- adapt to computer hardware/software changes;
- use a 10-key calculator, computer and software including Microsoft Excel, Word, Outlook and PowerPoint;
- use computers to create, store, retrieve, and calendar information;
- understand, interpret and apply federal, state, local, and county office policies, procedures, laws and regulations;
- perform responsible secretarial duties, including taking and transcribing minutes of meetings with speed and accuracy;
- use computers to create, store, retrieve, and calendar information;
- conduct research as needed to support the administrator and departmental needs;
- demonstrate effective interpersonal and communication skills, both verbal and written, with co-workers and other parties.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands:
- some lifting, carrying, and some pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Experience Required:
- Job-related experience with increasing levels of responsibility is desired.

Education Required:
- Targeted job-related education that meets organization's prerequisite requirements.
- High school diploma or the equivalent.

FLSA Status: Non-Exempt December 2008

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.

This organization is a Drug and Tobacco - Free Workplace.