

**Tulare County Office of Education
JOB DESCRIPTION**

POSITION TITLE: Secretary (7323)

Job Summary:

Under general supervision, performs a variety of specialized and difficult clerical and stenographic work to relieve supervisors of clerical details, and performs related work as required.

Essential Job Functions:

- ▶ Interviews and greets callers and visitors
- ▶ Maintains records, files
- ▶ Types and/or takes and transcribes dictation
- ▶ Makes arrangements for meetings, conferences, workshops and business trips
- ▶ Operates variety of office equipment
- ▶ Prepares reports, schedules, correspondence, flyers, bulletins, calendars, brochures, county office forms
- ▶ Screens and routes correspondence and mail
- ▶ Composes and creates correspondence, flyers, forms, reports, certificates, programs, such as name tags, transparencies
- ▶ Plan and assist in the coordination of county-wide events
- ▶ Assist in the coordination of workshops and inservices

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
- ▶ 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
 - correct English word usage, spelling, grammar and punctuation
 - 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)
 - 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 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:

- ▶ 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.

July 1995