

JOB DESCRIPTION

JOB TITLE: Secretary – NTLD (9754)

Job Summary:

The Secretary – NTLD reports to the Director of the department and/or designee. This position is responsible for providing direct support to the program and administrators by performing a variety of highly specialized complex secretarial and technical duties in support of county & regional programs, district consortia, and multiple internal programs. Performs duties independently with minimal supervision within a broad framework of policies, procedures, and program standards.

Essential Duties:

- Coordinates travel, meetings and conference arrangements for the department;
- Assists program administrations through communications, research, submission and monitoring of annual and quarterly reporting to State and Federal Agencies, including timely completion and accurate submission of State and Federal applications, reports and forms for California Commission on Teacher Credentialing (CCTC) Accreditation in compliance with deadlines and legal and program requirements;
- Collects, analyzes, and monitors State and Federal required data; using multiple databases or spreadsheets to support work.
- Maintains up-to-date records of information to support reports, and creates, edits, and distributes reports for final review;
- Supports the Administrators, TCOE teams, districts, government agencies and regional partners to implement program standards in compliance with State and Federal mandated requirements, by conducting research producing appropriate materials and reports, coordinating schedules, enrollment and calendars, and providing site information to teachers, administrators, and program directors and coordinators;
- Creates schedules related to program needs; and coordinate calendars and projects with administrative staff;
- Assists with the management of the Learning Management System and Data base;
- Plans, organizes, coordinates the development of regional staff development days and communications, procedures, services and products that support the implementation of mandated program standards and requirements;
- Assists with budgets, ensuring adequate availability of funds, sets up and maintain files for accounts payable, processes purchase orders and maintains inventory of program office supplies; deposits funds, processes invoices for accounts receivable, open and close multiple school year and fiscal year budgets, and completes and submits end of year reports;
- Receives walk-in clients and telephone inquiries from a variety of individuals. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary;
- Creates correspondence, forms, flyers, invitations, reports, etc. for the purpose of disseminating pertinent information to program participants, partner school districts and other agencies;
- Answer phones and greet visitors, co-workers, outside agencies, and clients to furnish information and refer them to the correct source;
- Enter department staff attendance, absences and timesheet data into an assigned system;
- Performs other duties as required to accomplish the objectives of the position;

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Skills to:

- perform clerical work using independent judgement, initiative and required accuracy and speed.
- work collaboratively to improve work products and customer service.
- problem solve to operate from an objective and develop sequenced action plans for completion of an assignment.
- prioritize work to meet multiple deadlines, maintain schedules, and coordinate workload and schedule.
- use computer to update and create correspondence and retrieve documents, develop and maintain databases, and other basic word processing applications.
- communicate effectively, both in written and oral form.

- understand and interpret federal, state, local and county office policies, procedures, laws, and regulations;
- conduct research as needed to support the administrator and departmental needs;

Knowledge of:

- TCOE policies and procedures.
- general accounting procedures.
- correct English word usage, spelling, grammar and punctuation.
- modern office methods, practices, and procedures.
- office and records management procedures.
- terminology, practices, and procedures of the department.
- personal computers, electronic mail systems, software, etc.
- office practices and procedures, including filing systems, receptionist, and telephone techniques.
- personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, relational databases, financial software, presentation graphics, registration systems, state database, and data entry onto custom databases.

Ability to:

- meet schedules and timelines.
- perform secretarial work including managing records and general accounting with speed and accuracy.
- use a computer to create correspondence, save/retrieve documents and develop and maintain databases.
- create, update, maintain and share Excel, Word, Access, and Google documents.
- write legibly, communicate effectively, and understand and carry out oral and written directions.
- plan and organize work.
- maintain cooperative relationships with those contacted in the course of work.
- attend in-service training, meetings, and conferences as directed.
- travel for meetings, trainings, workshops, and conferences.
- calculate effectively to maintain budgets and perform statistical comparison.
- be flexible and receptive to change and work effectively as part of a team devoted to customer service.
- compile and maintain complex records and prepare state, federal, and local reports and applications.
- maintain confidential and sensitive information.

Experience Required:

- Four years of increasingly responsible secretarial work, including research, data processing, spreadsheets, accounting and budgeting, preferably with at least two years of experience in an education or public service environment.
- Experience working with federal or state program requirements is highly desirable

Education Required:

- High School Diploma or equivalent.
- Associate degree in business or related discipline.
- Bachelor's degree in business, human resources, or organization development is desirable.

Other Requirements:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response upon hire.

FLSA Status: Non-Exempt

April 2024

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.

