

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SECRETARY (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform secretarial and clerical work related to the assigned program or functional area or the Board; assist the supervisor or Board by performing routine tasks and coordinating and participating in clerical support activities; organize and coordinate office activities and communications.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform secretarial and clerical work related to the assigned function or program, or the Board as assigned by the position; assist the supervisor or Board by performing routine tasks and coordinating and participating in clerical support activities; organize and coordinate office activities and communications.

Perform a variety of clerical support duties including staff attendance accounting, processing workers' compensation claims and TB monitoring as assigned by position.

Maintain confidentiality of sensitive information including collective bargaining agreements, union negotiations and other confidential information; attend negotiation sessions and take and distribute minutes.

Organize and coordinate office workflow to assure the proper and timely completion of work; monitor and adjust assignment to assure work is completed in accordance to established standards and procedures.

Greet visitors and answer telephones; provide information or redirect visitors and callers to appropriate personnel; provide detailed information and answer questions regarding office policies, activities, meetings and agendas, and schedules.

Organize and establish filing and record-keeping system; sort and route mail and correspondence for supervisor's personal reply or signature; screen and forward mail to the appropriate personnel.

Assist in preparing and maintaining budget and other financial records for assigned programs and functions; requisition office supplies and materials to assure adequate inventory levels; record expenditures for equipment, supplies and maintenance; arrange for payments, purchase orders and other expenditure documents; make budget adjustments as necessary.

Assure timely communications between department and County Office employees and County, State and federal agencies; make telephone calls to receive and transmit information; type memos, bulletins, letters and notices.

Compile information, assemble agenda items and produce Board packets as assigned; produce and fax pre- and post-Board of Education Meeting press release; attend Board of Education meetings and take minutes.

Compose, prepare and distribute correspondence, handouts, meeting agendas and other materials independently or from oral instructions; prepare and maintain a variety of records, flyers, lists and other materials; file materials according to established procedures; type a variety of materials including inter-office communications, requisitions, forms, letters, special project reports, and other materials as directed.

Schedule, arrange and confirm appointments and meetings and maintain the administrator's calendar; arrange travel reservations and accommodations for the Superintendent and Board of Trustees; facilitate and coordinate various events for assigned programs; schedule workshops, reserve conference rooms and arrange for refreshments for various meetings as assigned.

Develop, update and maintain systems for organization of assigned office.

Attend a variety of meetings as required; prepare and send out notices of meetings; prepare agendas, minutes and packets; collect and compile information for meetings, projects and workshops; distribute minutes.

Operate a computer, assigned software and other standard office equipment as assigned.

OTHER DUTIES:

Compile reports from a variety of sources; assist in organizing materials for special projects; research and compile information and compute statistical information for federal, State and County Office reports as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies, objectives and terminology of assigned program or functional area.

Operation of computer equipment and assigned software.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Financial and statistical record-keeping techniques.

Basic budget monitoring and control methods.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

- Perform responsible secretarial and clerical work related to assigned functions and programs.
- Organize, coordinate and oversee office activities.
- Learn applicable sections of the State Education Code and other applicable laws.
- Make arithmetic calculations quickly and accurately.
- Learn, interpret, apply and explain rules, regulations, policies and procedures related to assigned office.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain a variety of records including statistical and financial data.
- Maintain confidentiality of sensitive information regarding collective bargaining and other matters.
- Operate a microcomputer, computer terminal and related software applications to enter data, maintain records and generate reports.
- Type at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Compose correspondence and written materials independently or from oral or written instructions.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Schedule and coordinate arrangements for travel, meetings, workshops and conferences.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible secretarial or clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person and on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Reaching overhead, bending at the waist, kneeling or crouching to file materials.