

**SAN DIEGO COUNTY OFFICE OF EDUCATION  
Personnel Commission**

**CLASS TITLE:           PROGRAM SECRETARY, Grade 41**

**DEFINITION:**

Under general supervision, performs a full range of secretarial support services of average difficulty requiring the use of independent judgment.

**REPRESENTATIVE DUTIES:**

Positions in this classification may vary considerably depending upon program assignment. As such, employees in this classification may perform any combination of the duties listed below. This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Develops and prepares various correspondence, forms, reports, promotional and instructional materials including letters, emails, memoranda, legislation, rosters, records, briefs, orders, and statistical data such as charts, graphs, tables, and budgets.

Answers routine correspondence.

Drafts and composes material for staff signature.

Coordinates and arranges meetings, workshops, events, and in-services including reserving rooms, arranging presenters, registering participants, processing payments, preparing handouts and setting up and maintaining related databases.

Prepares, reviews, and processes a variety of forms and documents.

Collects, organizes and enters data or information and prepares related reports utilizing computer software programs.

Maintains computerized and other records.

Schedules appointments and maintains calendars.

Sorts, screens, prioritizes, and routes incoming mail.

Answers and screens telephone calls.

Provides information to callers or refers to correct party.

Monitors inventory of office supplies and orders supplies as necessary.

Assists with administrative procedures.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as required.

Employees in this classification perform all duties with tact and professionalism, with emphasis on detail and exactness

## **CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

Positions designated as bilingual require oral competency and literacy in Spanish and English and the ability to translate spoken and written English to Spanish and Spanish to English.

## **EDUCATION AND EXPERIENCE:**

One year of progressively responsible office/secretarial experience and training demonstrating the knowledge and abilities listed below. Work experience involving the use of computers for word processing and computerized recordkeeping is required.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Terminology, practices and procedures of assigned office  
Modern office equipment, methods and procedures.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Computer operations and related word processing and spreadsheet applications  
Effective filing and record keeping techniques and systems.  
Methods of collecting and organizing data and information

### **ABILITY TO:**

Compose written correspondence, bulletins, reports and other documents using proper format and correct English language usage.  
Assemble diverse data and prepare clear and concise reports.  
Perform basic math computations.  
Maintain computerized and other records.  
Read, learn, interpret, apply, and explain applicable rules, regulations, policies, and procedures.  
Operate standard office equipment including computers and related software programs.  
Communicate effectively orally and in writing.  
Establish and maintain effective relationships with those contacted in the course of work.  
Plan and organize work to meet established timelines.  
Work effectively independently and as part of a team with minimum supervision  
Exercise appropriate judgment in making decisions  
Maintain confidentiality of information  
Demonstrate attendance sufficient to complete the duties of the position as required  
Complete routine tasks thoroughly, accurately and with attention to detail

## **WORKING CONDITIONS & PHYSICAL ABILITIES:**

### **ENVIRONMENT:**

Office setting.

### **PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established: 7/79

Revised: 7/88; 6/97; 2/01; 9/03; 6/12; 6/13

Approved by Personnel Commission:                     July 1979