

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

Range A

TEC AIDE
(TRAINING & EMPLOYMENT AIDE)

DEFINITION

Under general supervision, performs general office tasks and clerical duties that support needs of Training & Employment Counselors/Technicians (TEC). Requires typing and intermediate level computer skills.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Record Keeping/Typing/Word Processing

Responsible for maintaining office filing and record keeping systems for general office as well as specific student files, customers, and sales representatives. Utilizes typewriter or computer to produce letters, memos, spreadsheets and agendas; prepares routine correspondence, requisitions and forms; scans computerized assessment instruments.

Communication/Customer Service

Screen telephone calls and visitors, make appointments in person and on the phone with appropriate program coordinator, supervisor, and TECs; establish a friendly helpful atmosphere and project a caring image of assistance to callers and visitors. Order standard office supplies.

MINIMUM QUALIFICATIONS

Education and Experience

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. Any combination of training and/or experience which demonstrates ability to perform the duties as described.

Knowledge

English grammar, punctuation and spelling; basic mathematics; standard types of office filing systems, proper telephone etiquette and techniques; common equipment utilized in an office environment. Workability program design and documentation process.

Skills and Ability

Accurately type and learn to effectively use computer hardware and software program, printers, copy machines, telephone system, fax machines, etc; communicate effectively both in oral and written form; follow instructions; organize and prioritize work; read and apply rules, regulations and procedures; learn appropriate filing and record keeping systems; deal effectively with students, parents, administrators and the general public.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

Licenses and Certificates

Valid California Driver's License

CS

02/01/05