

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

SECRETARY I

DEFINITION:

Under general supervision of assigned supervisor, the Secretary I is responsible to perform highly skilled and responsible secretarial work. Relieves supervisor of a wide variety of office and administrative duties by planning, organizing, and participating in assigned office operations; assumes office management responsibilities; and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Assigned Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains complex records detailing various program activities.
- Keeps statistics and prepares reports, as necessary.
- Initiates and completes forms which include budget requests, work orders, purchase orders, open purchase orders, conference/mileage claims, and other related forms.
- Review, reconcile with the absence management platform, and finalize time sheets.
- May maintain customer billing information.
- Inputs and tracks purchase orders and distributes materials.
- Monitoring of program budget and expenditures.
- Keeps abreast of county office accounting and auditing requirements.
- Creates, formats, updates, and prepares all forms of printed material including letters, memos, staff reports, handbooks, manuals, certificates, evaluation/assessment forms, flyers and other documents.
- Processes materials and supplies orders including maintaining and managing credit card purchases and billing statements.
- Initiates, receives, and routes phone calls.
- Assists and advises customers; research customer inquiries; may act as liaison between customers and business services.
- Emails, mails and/or faxes materials requested to customers.
- Take minutes, both formal and informal, at various meetings.
- Provide program policies and procedures to the public, parents, students, or other staff.
- Prepares and coordinates internal communication by preparing newsletters, flyers and/or department bulletins.
- Schedules and maintains calendar, appointments, and meetings for administrator/staff, and keeps accurate records of department activities.
- Orders supplies and equipment for program ensuring adequate levels are maintained.
- Coordinates and organizes conferences, workshops, in-services, or meetings including coordinating all calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed, coordinating registration, preparing and providing invitations, flyers, etc.

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- Coordinates and organizes supervisors' and/or staff travel arrangements to conferences, workshops, and meetings.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

- High school diploma or equivalent is required.
- Two years of relevant experience and training that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office procedures and methods.
- Basic accounting functions, data collection and report preparation.
- Office filing systems.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Maintains an effective communication link between department or those contacted during the normal course of duties.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Establishes and maintains all types of office filing and record keeping systems using both manual and computer database systems.
- Prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents.
- Research information using a variety of sources.
- Communicate effectively both in oral and written form.
- Perform responsible secretarial with accuracy and minimal supervision.
- Understand pertinent administrative and department policies and procedures.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.
- Plan and organize work to meet schedules and deadlines.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom

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- equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: D

Approval Date: August 15, 2024