

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
ECE/SSS ADMINISTRATIVE ASSISTANT

DEFINITION:

Under supervision of the Executive Director Early Childhood Education and Student Support Services, the ECE/SSS Administrative Assistant will perform a variety of complex and responsible secretarial and clerical assignments, to relieve the administrator of clerical and administrative detail by coordinating, organizing, leading and participating in various operational aspects of the department. The ECE/SSS Administrative Assistant will also develop systems and procedures to streamline department goals and activities.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

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.

- Responsible for a variety of technical and complex secretarial tasks to the Executive Director.
- Receive, sort, and screen individual department mail and respond to those not needing the attention of the Executive Director.
- Use a client-centered approach to all telephone conversations, giving information and responses not requiring the attention of the Executive Director.
- Greet visitors and when possible provide information requested, based upon departmental policies and procedures.
- Compose and prepare a variety of correspondence, documents and forms independently with minimal supervision and direction.
- Create a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Establish and maintain filing and record keeping systems.
- Develop and maintain procedures, and databases for, a variety of department functions.
- Develop and prepare materials for duplication and printing.
- Operate a variety of office machines and equipment.
- Basic office and clerical staff management.
- Assist Executive Director with fiscal and program management.
- Prepare purchase orders, maintain inventory of office supplies and materials.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Understand, use, and stay current with a variety of computer programs (Microsoft Word, PageMaker, Excel, FileMaker Pro, Access, etc.)
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy

- Perform other duties as assigned.
- Drive occasionally for department business (optional).

QUALIFICATIONS:

Knowledge of:

Modern office practices, procedures and equipment as well as correct English usage, spelling and punctuation; telephone techniques; and appropriate dress for the office.

Skills and Ability to:

Prioritize workload, recognizing legal and policy implications of decisions; effectively handle a variety of simultaneous functions in a multi-operational department; learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment; analyze situations carefully and adopt effective courses of action; operate word processing, database, desktop publishing, spreadsheet, and website computer programs; establish and maintain effective working relationships with staff and the general public; operate a variety of office equipment; work effectively with constant interruptions

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Minimum of three years of progressively responsible secretarial experience, with a minimum of one year or comparable training in office management preferred; Typing and computer skills at a level necessary for expected job performance;

Education:

Equivalent to the completion of the twelfth grade.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.