

TEHAMA COUNTY DEPARTMENT OF EDUCATION

RSDSS PROGRAM ASSISTANT

DEFINITION:

Under general supervision, professionally represent and assist in executing the goals and objectives of the Regional System of District & School Support (RSDSS) Department. Perform a variety of specialized and technical duties.

QUALIFICATIONS AND REQUIREMENTS:

- High school education or equivalent and minimum of three years responsible secretarial experience.
- Experience in schools and/or education.
- Typing and computer skills at a level necessary for expected job performance.

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:

- Minimum of three years responsible secretarial experience.
- Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in word processing, filing, and office practices.

KNOWLEDGE OF AND ABILITY TO:

- English usage, spelling, grammar, and punctuation.
- Standard office machines and equipment.
- Software and technology for job efficiency and progression.
- Numerical, alphabetical, and subject matter filing systems.
- Learn and apply standard office procedures and operate modern office equipment skillfully and efficiently.
- Perform routine general office and clerical work with speed and accuracy.
- Type or keyboard at a level necessary for expected job performance.
- Understand, use, and stay current with a variety of computer programs (Microsoft Word, PageMaker, Excel, FileMaker Pro, etc.).
- Understand and carry out oral and written directions; to deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Establish and maintain cooperative working relationships.

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 that may be found in positions within this classification.

- Perform a variety of technical and complex secretarial duties.
- Serve as the department receptionist, greeting, and directing individuals for the Alternative Education and RSDSS departments.

- Receive, sort and screen individual department incoming and outgoing mail. Screen and direct telephone calls, giving information and composing replies to those items that do not require administrative attention.
- Create a variety of materials and publications from oral directions, rough drafts, handwritten notes or charts using a variety of software.
- Compose and prepare a variety of correspondence, documents, and forms.
- Establish and maintain filing and record keeping systems including databases. Revise as necessary.
- Develop and prepare materials for duplication and printing.
- Prepare purchase orders and maintain inventory of office supplies and materials.
- Make arrangements for travel, meetings, and professional development. May attend meetings when necessary.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Compile, develop, monitor, and review a variety of reports and statistical data.
- Understand and support long-term and short-term goals of the RSDSS department.
- Serve as backup to receptionist as requested.
- Prepare budgetary materials and annual reports. Coordinate funding disbursements and disseminate funding information.
- Perform other duties as assigned.

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, walking or standing, and may involve some running.
- Perceiving the nature of sound, near and far visual acuity, 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.