

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
STATE PRESCHOOL PROJECT SECRETARY**

DEFINITION:

Under general supervision, to assist and relieve the project administrator or director of paperwork and impediments so that they may devote maximum attention to the operations of the State Preschool Program.

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 complex secretarial duties in support of the State Preschool Program.
- Serve as backup to receptionist as requested.
- Serve as back up mail clerk.
- Process incoming departmental mail as assigned.
- Serve as the individual State Preschool Program receptionist, greeting and directing individuals and telephone calls.
- Receive, sort, and screen individual department mail, composing replies to those items that do not require administrative attention. Prepare outgoing mail.
- Prepare and process a variety of correspondence, documents, and forms meeting State Preschool program requirements and timelines.
- Work with State Preschool teachers and site supervisors in support of their roles.
- Responsible for maintaining substitute list for Preschool Teacher and Preschool Teacher Assistants and for placing them at sites when needed.
- 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 consistent with State Preschool program specifications.
- Establish, maintain, and revise databases necessary to track State Preschool program information.
- Develop and prepare materials for duplication and printing.
- Operate a variety of office machines and equipment.
- Prepare purchase orders, maintain inventory of office supplies, and materials.
- Make arrangements for State Preschool staff travel, meetings and professional development. May attend meetings when necessary.
- Arrange State Preschool workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Make appointments and maintain calendars for State Preschool staff.
- Coordinate and maintain a variety of work from more than one supervisor.
- Compile, develop, monitor, and review a variety of reports and statistical data for State Preschool staff.
- Understand, use, and stay current with a variety of computer programs (Microsoft Word, PageMaker, Excel, FileMaker Pro, etc.)
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.

- Understand long-term and short-term goals of the program.
- 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

Ability to:

Understand and follow oral and written directions; operate word processing, database, spreadsheet, and desktop publishing computer programs; type at a level necessary for expected job performance

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 three years secretarial experience.

EDUCATION:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in word processing, filing, and office practices.

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.