

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
SUPPORT SECRETARY III/RECEPTIONIST**

DEFINITION:

Under supervision of the Executive Assistant to Superintendent/Office Manager, the Support Secretary III/Receptionist will provide secretarial, clerical, and reception support. Assist other departments with secretarial functions.

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.

- Greet all visitors courteously, determine their needs, and direct them to the proper person or area.
- Operate telephone switchboard to relay incoming and interoffice calls; according to Department policy respond appropriately to requests for information; answer questions of callers, and take messages for staff members as needed.
- Maintain an attractive and comfortable reception area, which includes current Department publications and periodicals of general interest.
- Assist substitute teacher candidates with application process, and maintain accurate records.
- Maintain and distribute substitute teacher list to Tehama County schools.
- Update and maintain TCDE directory of schools and district offices.
- Prepare and coordinate direct certification and lunch forms.
- Coordinate and schedule conference rooms and maintain facility calendars.
- Prepare and process a variety of correspondence, documents, and forms.
- 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 software.
- Establish, maintain, and revise databases.
- Develop and prepare materials for duplication and printing, and distribute as needed.
- Coordinate and maintain a variety of work from more than one department.
- Drive occasionally for department business (optional).
- Perform other clerical and related duties as assigned.

QUALIFICATIONS and REQUIREMENTS:

- Graduation from high school or equivalent.
- Typing, ten-key, and computer skills at a level necessary for expected job performance.
- Two years of secretarial experience.

KNOWLEDGE OF and ABILITY TO:

- Understand, use, and stay current with a variety of computer programs. (Microsoft Word, PageMaker, Excel, FileMaker Pro, Escape, etc.)
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Operate switchboard.
- Provide clerical, secretarial and advanced professional secretarial support at a level to accomplish duties.
- Work with numerous interruptions.
- Perform routine general office and clerical work with speed and accuracy.
- Type or keyboard at a level necessary for expected job performance.
- Establish and maintain cooperative working relationships.
- Understand and carry out oral and written directions.

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 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.

Revised: September 2013