

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Staff Secretary

DEFINITION

Under direction, performs a variety of clerical and secretarial functions to support county office programs; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Staff Secretary is distinguished from the Office Assistant class by the assignment of duties that are less structured and less routine. Further difference includes the requirement that incumbents possess knowledge that is not as confined to a single unit or department. The Staff Secretary is expected to perform assignments independently with increased responsibility for results and outcomes.

DIRECTLY RESPONSIBLE TO

Appropriate department or unit administrator as assigned; may receive assignments from senior support personnel as required.

SUPERVISION OVER

None; however, the Staff Secretary may assign work and provide technical direction to other support staff.

DUTIES AND RESPONSIBILITIES (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.)

Recordkeeping/Database Management

Responsible for establishing and maintaining office filing and recordkeeping systems; maintains complex records and databases detailing department or unit activities; keeps statistics and prepares reports as necessary; initiates and completes forms which include work orders, purchase orders, deposits, invoices, online supply orders, conference/travel claims, mileage claims, time sheets, and other related forms; maintains customer billing information; collects purchase orders and/or monies to forward to financial services for material/services provided by unit; monitors income and expenditures; maintains knowledge of county office accounting and auditing requirements; assists administrator in performing other recordkeeping functions as required.

Document Preparation

Using a computer or typewriter, creates, formats, updates, and prepares printed materials including letters, memos, staff reports, handbooks, manuals, certificates, evaluation/assessment forms, flyers, and other documents; answers routine correspondence; prepares reports from straight copy, rough draft, recordings, or oral instruction ; edits documents insuring consistency with standard format; maintains database files for use in completing unit reports and projects related to specific unit/department needs; updates records for use by administrator or supervisor.

Communication/Customer Service

Maintains an effective communication link between department or unit and those contacted during the normal course of duties; initiates, receives, and reroutes phone calls; prepares letters or memos as necessary; assists and advises customers; researches customer inquiries; acts as a liaison between customers and financial services; mails, emails, and faxes requested materials to customers; directs customers to appropriate person or department as needed; interprets and explains department policies and procedures to the public, parents, students, or other staff; prepares and coordinates internal communication system by preparing newsletters, flyers, and/or department bulletins.

Staff Support

Responsible for scheduling and maintaining calendar, appointments and meetings for administrator/staff, and keeping accurate record of department activities; orders supplies and equipment for department or unit insuring adequate levels are maintained; coordinates and organizes conferences, workshops, inservices 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;

coordinates printing, collating, binding, and mailing of materials; researches information using a variety of resources including computers, and provides follow-up reports; coordinates travel arrangements for staff; operates standard office equipment and independently performs various assignments for departments; prepares agendas, minutes and other meeting-related materials.

MINIMUM QUALIFICATIONS

Education

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience

Any combination of training and/or experience which demonstrates ability to perform the duties as described. A typical qualifying background would include experience working in an office environment involving public contact.

Knowledge of:

Standard clerical procedures and office operations, English grammar, punctuation, and spelling; business formatting of documents; basic research techniques; standard software applications; budget and accounting principles; standard types of office filing systems; proper telephone etiquette.

Skill and Ability to:

Operate standard office equipment; accurately prepare, create, edit, and design memos, reports, letters, and other documents; maintain complex database and management information systems; learn new software applications; communicate effectively in oral and written form; proofread material and make necessary corrections; utilize time management techniques to organize and prioritize work; read, interpret, and apply rules, laws, and procedures; follow instructions; work independently; maintain confidentiality of student and program information; work cooperatively and effectively with students, parents, administrators, and the general public.

Revision approved by the Personnel Commission 6/10/08

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