

# **Sacramento County Office of Education Job Description**

## **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 department. The Staff Secretary is expected to perform assignments independently with increased responsibility for results and outcomes.

### **DIRECTLY RESPONSIBLE TO**

Appropriate department 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 activities; tracks staff development; proofreads data and resolves discrepancies; keeps statistics and prepares reports as necessary; initiates and completes forms which include work orders, purchase requisitions, deposits, invoices, online supply orders, conference/travel claims, mileage claims, timesheets, and other related forms; maintains customer billing information; collects purchase orders and/or monies to forward to financial services for material/services; tracks and submits Cal-Card reimbursements; monitors income and expenditures; maintains knowledge of county office accounting and auditing requirements; assists administrator in performing other recordkeeping functions as required; maintains and updates department Web pages.

#### **Document Preparation**

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

#### **Communication/Customer Service**

Maintains an effective communication link between department 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 ensuring adequate levels are maintained; coordinates and organizes conferences, workshops, professional development sessions, 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; processes payments; submit print requests; coordinates scanning, printing, collating, binding, and distributing materials; researches information using a variety of resources, 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, Training, and Experience**

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. 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; database management systems; 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; meeting and event planning and coordination; flexible; manage multiple projects simultaneously; 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.

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