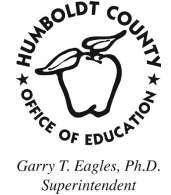


**Humboldt County Office of Education
Department Secretary – Student Programs & Services**



Job Summary

Under general direction, serve as secretary to the Director of Student Programs and Services and lead clerical for the department and performs duties requiring diligent exercise of judgment and initiative.

Examples of Duties

Greet and serves a variety of individuals on a daily basis, both professional educators and representatives of the general public. Serves as lead secretary for the department and is called upon to initiate correspondence from the Director. Prepares agendas and packets for meetings, takes minutes and transcribes, initiates follow-up correspondence when necessary. Performs more complex work including a high level of quality and accuracy including the preparation of legal documents/reports and the design of brochures and flyers; coordinates department inservices; prepares and maintains confidential records, arranges substitutes for all special education staff. Processes travel, supplies, mileage and purchase order requests, makes travel reservations and keeps daily schedule of staff in department.

Employment Standards

Education and Experience

Graduation from high school or comparable demonstration of basic competence and not less than four years of progressively responsible secretarial experience. Experience in an educational setting would also be desired, but is not required.

Knowledge of:

- ❑ Modern office terminology, procedures/equipment;
- ❑ Educational organization, policies and procedures;
- ❑ Office practices and procedures;
- ❑ Proper English usage, grammar, spelling, vocabulary and punctuation;
- ❑ Organization of files and records.

Department Secretary – Student Programs & Services

Ability to:

- ❑ Take dictation or be able to take minutes of meeting activity with strong proficiency and transcribe accurately;
- ❑ Understand and comply with District, County, State and Federal procedures, policies and statutes;
- ❑ Maintain a high degree of confidentiality;
- ❑ Accurately key 60 words per minute and enter data with accuracy;
- ❑ Communicate with tact and courtesy;
- ❑ Respond to routine inquiries;
- ❑ Follow oral and written directions;
- ❑ Operate modern office equipment, including computer;
- ❑ Adapt to changing work demands;
- ❑ Manage task priorities to meet deadlines;
- ❑ Work under varying degrees of stress;
- ❑ Establish and maintain effective working relationships with a variety of individuals and groups;
- ❑ Read and comprehend fine print, such as contracts, spreadsheets and texts;
- ❑ Communicate effectively via telephone, computer modem and in person.

Range 40

Personnel Commission Approved 9/10/2002