

HUMBOLDT COUNTY OFFICE OF EDUCATION

Department Secretary
Curriculum and Staff Support

Job Summary

Under general direction, serves as secretary to the Curriculum and Staff Development Units. Reports directly to and is evaluated by the Director of School/Staff Support Program & Services. Serves as receptionist for the department and receives and transmits telephone messages. Performs duties requiring diligent exercise of judgment and initiative. This is a classified 12 month position.

Examples of Duties

Greets and serves a variety of individuals on a daily basis, both professional educators and representatives of the general public. Serves as executive secretary for the department and is called upon to initiate correspondence from the Director and other department staff. Prepares agendas and packets for meetings, takes minutes and transcribes, initiates follow-up correspondence when necessary. Performs more complex work requiring a high level of quality and accuracy including the preparation of legal contracts, staff evaluations and program reports. Assists in budget preparation and the monitoring of expenditures for travel, supplies, mileage, purchase orders, etc. Arranges 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 preferably four years of progressively responsible secretarial experience. Experience in an education setting is desired but not required.

Knowledge of:

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

Ability to:

- Take dictation at a speed of 100 words per minute and transcribe accurately;
- Understand and comply with District, County, State and Federal procedures, policies and statutes;
- Maintain high degree of confidentiality;
- Accurately type 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 computers;
- 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 11/13/18