



## **Humboldt County Office of Education JPA Administrative Assistant**

### **Job Summary**

Under supervision of the Executive Director, relieves department management staff of administrative detail not requiring managerial level decision-making, and helps to resolve matters that arise within the department, including time-sensitive situations in the absence of management staff, through personal initiative and knowledge of JPA policies, rules and regulations. Performs specialized, complex and responsible secretarial duties; serves as recording secretary at all meetings; and performs all other related duties as assigned.

### **Examples of Duties**

Serves as primary point of contact between the department, school districts, and employees; coordinates multi-county health screening program and acts as the HCOE site scheduler; compiles, edits and distributes monthly department newsletter; completes travel authorizations/claims, performs accounts payable/receivable and generates purchase orders for the department; maintains detailed historical compilation of JPA policies, procedures and Board action; compiles and completes state reports for Executive Director's approval; responsible for the coordination of the updating, distribution and maintenance of JPA policies; coordinates, reviews and submits certificates of insurance for issuance; receives and coordinates materials for the preparation and distribution of agendas and committee meetings, including scheduling room and technology needs; assembles data and information on reports and forms requiring considerable interpretive judgment; coordinates and compiles annual emergency contact list for all members; corrects grammar, punctuation and spelling; proofreads finished copy; operates a variety of office machines, prepares letters, reports, minutes and memoranda from oral directions and written notes; maintains informational and operational records; initiates and drafts correspondence and answers requests for information; screens reports for completeness and numerical accuracy; screens department phone calls and visitors, answers telephone inquiries, and collects backup data for communications requiring management attention; greets visitors and the general public; performs all related duties as assigned.

### **Employment Standards**

#### **Education and Experience**

Graduation from high school and completion of an AA/AS degree in Business, Accounting or other related field and three years of related experience. Education may be waived with at least 5 years of office experience, preferably including at least one of service as a secretary or administrative assistant to a lead manager. Experience in an insurance company or agency environment, and proficiency in Spanish, are highly desired but not required.

#### **Knowledge of**

- Policies and procedures of the JPA and state programs.
- Brown Act requirements for public agencies, as well as State and Federal laws and regulations of the Education, Labor and Insurance Codes.

- Formal business communications, grammar and medical vocabulary.
- PC computer operations and various standard, custom and web-based program applications.
- Microsoft Word, Excel, PowerPoint and other Microsoft desktop applications.

### **Ability to**

- Work independently, with little direct supervision, using appropriate critical thinking and problem solving skills.
- Prepare complex documents in proper format and structure, including proper preparation of business correspondence.
- Understand and comply with District, County, State and Federal procedures, policies and statutes, including those governing all aspects of insurance operations and confidentiality.
- Anticipate needs and appropriately act upon requests independently.
- Work with a high level of organization both electronically and in physical formats.
- Establish and maintain positive, collaborative and cooperative working relationships with both internal and external customers, including communicating consistently with tact and courtesy.
- Develop and implement office procedure to assure complete and timely operations, as well as create office forms that facilitate work flow.
- Maintain high ethical standards for all work activity, prioritizing work and multitasking to maximize efficiency and productivity of self and others.
- Meeting changing deadlines and timelines for work completion.
- Effectively convey technical information to non-technical clients.
- Manage complex data systems and spreadsheets with a high degree of accuracy, including written, numeric and calculated data.
- Adjust to changing work conditions and timelines in a fast-pace, emotionally-charged environment, maintaining absolute confidentiality of work-related information.
- Consistently demonstrate strong aptitude, high energy and interest in learning.

### **Physical Requirements**

- Sit fixed at a computer for long periods of time and possess dexterity of hands, fingers and wrists to operate a computer keyboard, adding machine, fax machine or other standard office equipment.
- Read, speak, think and hear in an environment of constant noise and interruption.
- Bend or twist the neck, waist or knees, while performing activities such as kneeling or crouching while performing duties such as filing or shredding and the ability to lift up to 40 lbs.

Range 40

Personnel Commission Approved : October 6, 2015