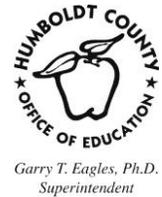


**Humboldt County Office of Education  
Personnel/Legal Secretary**



**Job Summary**

Under general direction of the Coordinator of Personnel Services (Coordinator), to perform varied and moderately complex clerical and recordkeeping work involving proficiency in data entry, word processing, graphics, and statistical report preparation; serves as backup receptionist for department and performs duties requiring diligent exercise of judgment and initiative; does related work as required.

**Examples of Duties**

Serves as liaison between the Personnel Department, county superintendents, Department of Justice, Commission on Teacher Credentialing, Institutes of Higher Education, school districts, public agencies, HCOE staff and the general public; explains application procedures to certificated candidates; maintains and conducts follow up of the Fingerprint Consortium database in accordance with DOJ/FBI regulations; receives applications of candidates to fill vacant positions; maintains job recruitment folders; prepares packets of applicant information for interview panel members; notifies applicants of interview date and time, replies to candidates who do not meet minimum employment requirements; prepares and distribute job announcements for vacant positions and places advertisements in appropriate print media; performs secretarial duties consisting of composing and typing letters, reports (including EDD and Workers Comp forms) and other personnel materials as directed by the Coordinator; provides a variety of information related to employment, credentialing, and fingerprinting requirements to the general public; administers Paraprofessional Examination and maintains test information; maintains and distributes HCOE'S substitute list; conducts, compiles and distributes bi-annual salary summary materials to school districts and appropriate public agencies; performs related duties as assigned.

**Employment Standards**  
**Education and Experience**

Graduation from high school or demonstration of comparable basic skills competence and at least three years of progressively responsible clerical experience preferably in an educational or legal setting.

**Knowledge of:**

- Modern office terminology, procedures and computer equipment and an array of appropriate software;
- Department operations;
- Proper preparation of legal and business correspondence;
- Receptionist and telephone etiquette techniques;
- Organization of files and records;
- Computer systems operations and report generation;

### **Ability to:**

- Work independently with minimal supervision;
- Accurately key 60 words per minute from clear copy and enter data with accuracy;
- Analyze and interpret laws and other regulations;
- Communicate with tact and courtesy and maintain appropriate confidentiality;
- Respond to routine and complex inquiries;
- Use proper English with correct spelling and punctuation;
- Follow oral and written directions;
- Operate modern office equipment, including computers;
- Adapt to changing work demands and interruptions;
- Independently manage task priorities to meet deadlines;
- Work under varying degrees of stress, including regular interruptions from staff and members of the public;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Read and comprehend fine print, such as legal contracts, spreadsheets, texts;
- Communicate effectively via telephone, computer modem and in person;
- Lift/move materials weighing up to 50 pounds.

### **Position Requirements**

Persons serving as Secretary– Personnel/Legal Department must be able to maintain professional effectiveness and personal demeanor at all times including peak work flow periods and restrictive production time schedules.

Personnel Commission Approved 1/13/2009  
Range 37