

HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL DEPARTMENT SECRETARY



JOB SUMMARY

Under the general supervision of the Humboldt County Office of Education (HCOE) Coordinator of Personnel Services, will perform varied and responsible clerical duties Within the Personnel Department as required.

EXAMPLES OF DUTIES

- Receives and screens visitors and telephone calls which may require the use of judgment and interpretation of policies and procedures or taking messages or referring the caller to other district officials;
- Uses word processing equipment and inputs or retrieves data and prepares reports using networked computer systems;
- Independently initiates correspondence;
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage;
- Organizes and maintains chronological and other files;
- Serves as liaison between the Personnel Department, county superintendents, Department of Justice (DOJ), California Commission on Teacher Credentialing (CCTC), institutes of higher education, school districts, public agencies, HCOE staff and the general public;
- Maintains and updates HCOE job descriptions on the website and in the local server;
- Lead communication source to districts regarding State mandates related to personnel;
- Prepares and distributes job announcements for vacant positions and places advertisements in appropriate media;
- 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 maintains all materials for Personnel Commission meetings;
- Maintains and conducts follow up to the Fingerprint Consortium database in accordance with DOJ regulations;
- Creates new HCOE employee packets for orientation meetings;
- Works with Administration to update Employee Handbook;
- Prepares reports from information queried from proprietary payroll/budget/personnel system;
- Administers the Paraprofessional Exam and maintains test information;
- On-boards new substitutes;
- Maintains and distributes HCOE's substitute list;
- Conducts, compiles and distributes bi-annual salary summary materials to school districts and appropriate public agencies;

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- Monitors employee compliance with TB clearance expiration requirements;
- Coordinates with public health and/or HCOE school nurses to perform TB testing;
- Completes various surveys;
- Maintains various databases used for reporting compliance with training;
- Maintains petty cash and prepares deposits;
- Other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern office terminology, procedures and resources.
- Department operations.
- Proper preparation of business correspondence.
- Organization of personnel files and records.
- Receptionist and telephone etiquette techniques.
- Computer systems operations and report preparation.
- Proper English usage, grammar, spelling, vocabulary and punctuation.

Ability to:

- Analyze and interpret regulations.
- Work independently with minimal supervision.
- Accurately use word processing to create copy from notes or hand written correspondence and enter data with accuracy.
- Communicate with tact and courtesy and maintain appropriate confidentiality.
- Respond to routine and complex inquiries.
- Use proper English in filing and indexing and other identifying tasks.
- Use proper English with correct spelling and punctuation.
- Prepare complex documents in proper format and structure.
- Follow oral and written directions.
- Operate modern office equipment, including personal and networked computers.
- Adapt to changing work demands and interruptions.
- Set task priorities, meet deadlines and follow-up on assignments.
- 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, spreadsheets and text.
- Communicate effectively via telephone, computer and in person.

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Computer Skills:

- Working word processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, rulers, insert graphics, use borders and print labels.
- Working database skills, such as the ability to sort and retrieve records, create layouts and reports, create mail merge for form letters, add, edit, delete fields and records.
- Working spreadsheet skills, including the ability to open, modify, format, save and print a new or existing spreadsheet and enter text and numbers.
- Working e-mail skills.

Physical Abilities:

- Work indoors and sit for long periods of time.
- Daily oral and written communication.
- Speaking and hearing ability to sufficiently hear over the phone and carry on routine conversations.
- Operating a computer, calculator, copier and other equipment that involves repetitive arm and hand movements.
- Hand-eye-arm and finger dexterity.
- Ability to distinguish between colors.
- Visual acuity sufficient to recognize people, words and numbers.
- Reaching and lifting up to forty (40) pounds.

Education, Experience and Requirements:

- Graduation from high school or demonstration of comparable basic skills competence;
- Four (4) years of progressively responsible clerical experience.
- Experience in an educational setting desired, but not required.
- Persons serving as Personnel Department Secretary must be able to maintain professional effectiveness and personal demeanor at all times including during peak work flow periods and within often restrictive production time schedules.
- Must be fingerprinted with a satisfactory DOJ records check.
- TB testing will be required upon employment.
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within first 6 months of employment.
- May be required to drive for work. Must have a current CA driver's license, and proof of insurance.

Range 40

Revised by the Personnel Commission: 12/11/2018