

JOB DESCRIPTION
August 2021

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

**SCHOOL SECRETARY
PATHWAYS CHARTER SCHOOL - iLEARN**

General Purpose:

A School Secretary, Pathways Charter School - iLearn is responsible to the County Superintendent of Schools and works under the direct supervision of the designated manager(s). The School Secretary, Pathways Charter School - iLearn performs a variety of complex office assistance work; relieves an administrator, consultant or coordinator of a variety of administrative detail work; and answers public and staff contacts and concerns.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Performs complex office assistance, secretarial, and administrative work for assigned Placer County Office of Education (PCOE) staff.
- Interviews office visitors and telephone callers.
- Answers inquires, responds to concerns, and refers them to other staff as appropriate.
- Compiles information for records and reports.
- Composes correspondence, types reports, documents, letters, forms, psychological reports and other items.
- Sets up materials for meetings and conferences.
- Completes required forms when necessary; maintains and checks employee time records.
- Maintains inventories of office supplies and program material.
- Maintains detailed records of program activities and functions for a variety of programs, according to program guidelines and requirements.
- Gathers material and distributes agenda for boards and committees.
- Attends meetings, taking and transcribing notes of proceedings.
- Compiles data and prepares reports required by other government agencies.
- Looks up historical information in files and records.
- Operates office equipment; operates a computer terminal and uses software packages to maintain detailed program information and operating records.
- Assists with the development of information requirements for assigned programs.
- Maintains direct contact with all school staff (e.g., teachers, counselors, administration, support staff), students and parents for a variety of administrative and instructional support needs at one site or multiple sites depending on the educational program.
- Coordinates overall security functions of school buildings and offices.
- Maintains curriculum room; inventory, order, and check in and out materials.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.

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Experience:

- Two (2) years of responsible office assistance work experience.

Knowledge, Skills and Abilities:

- Knowledge and skills in filing and recordkeeping procedures.
- Knowledge of letter and report writing.
- Knowledge of receptionist and telephone techniques.
- Knowledge of office practices, methods, procedures and equipment.
- Knowledge of correct English usage, spelling, grammar, and punctuation.
- Knowledge of mathematics.
- Comprehensive knowledge of the program area where assigned.
- Knowledge of laws and regulations affecting assigned program functions and services.
- Knowledge of financial, budgetary and account recordkeeping.
- Knowledge of purchasing and inventory procedures.
- Knowledge and ability in the operation of computer equipment.
- Skills in Microsoft Office Suite and specialized department software applications.
- Interpersonal skills.
- Ability to perform a variety of difficult office assistance and administrative detail work.
- Ability to interpret and apply rules, policies, and regulation with good judgment in a variety of situations.
- Ability to work with minimum supervision.
- Ability to compile information and prepare accurate reports.
- Ability to make arithmetical calculations quickly and accurately.
- Ability to type at a rate of 55 words per minute from clear, legible copy.
- Ability to work with word processing and other computer software.
- Ability to deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Ability to establish and maintain cooperative working relationships.
- Ability to maintain a variety of administrative files and records.

Required Testing:

- Applicants may be tested on skills applicable to position.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 55 net wpm issued within the last two years.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

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Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 28.0

Reviewed and Approved:

Supervisor: Susan J Connolly Date: 8/30/2021
Human Resources: Colleen Lattung Date: 8/30/2021