

Solano County
Office of Education

JOB TITLE: Senior Secretary (Range 20)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To perform advanced secretarial services for a specific program or division within the Solano County Office of Education.

JOB REQUIREMENTS AND QUALIFICATIONS

- Passing score on Solano County Office of Education clerical tests.
- Ability to type accurately at 50 words per minute.
- Three years of experience as a secretary or similar qualifying experience.
- Ability to handle confidential material with discretion.
- Knowledge of efficient office methods and practices including filing systems, business correspondence, receptionist techniques, and report writing.
- Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation.
- Ability to plan and organize meetings with various agencies.
- Ability to effectively communicate in both oral and written form.
- Ability to establish and maintain effective work relationships with fellow employees, administrators, contact with other agencies, and the general public.
- Ability to take notes and transcribe accurately.
- Ability to learn to interpret and apply administrative and departmental policies, laws, and regulations.
- Ability to understand and follow complex directions, both oral and written.
- Ability to establish and maintain complex records and prepare reports.
- High school diploma or G.E.D. equivalent.

ESSENTIAL DUTIES

- Reports directly to a department head, director, or assistant superintendent.
- Attends meetings/conferences and prepares minutes and summaries of action taken.
- Orders supplies, prepares and submits monetary claims, billing, purchase orders and requests for reimbursement.
- Types a wide variety of materials including complex reports, statistical and tabular forms, and finished copies from rough notes or oral instructions.
- Composes correspondence, memos, newsletters, brochures, etc., from basic oral or written instructions.
- Maintains calendar for supervisor, exercising considerable discretion in the commitment of time.
- Plans and organizes with a minimum of direction, meetings or events with other agencies.
- Performs a variety of duties such as publishing newsletters, processing new instructional materials, interpreting regulations, issuing work permits, travel arrangements, etc.
- Maintains budgets for multiple programs including budgetary expenditures/transfer of funds and/or charges as necessary to maintain positive account balances.
- Coordinates the scheduling of annual reports to various state agencies.
- Coordinates work flow with other unit personnel.

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

Employees in this classification may train and coordinate the workflow for other staff members in operational unit as it relates to clerical tasks or special project objectives.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)