



Leadership • Collaboration • Support

**JOB TITLE: Secretary/Program Analyst**

**CSEA Salary Schedule, Range 26**

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### **DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Under administrative direction performs a wide variety of secretarial duties including accounting, auditing, and advanced 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.
- Ability to prepare clear and comprehensive financial statements and reports.
- Ability to train staff and prioritize the work of others.
- Ability to establish and maintain fiscal records and procedures.
- Ability to handle confidential material with discretion.
- Ability to effectively communicate in both oral and written form.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, contact with other agencies, and the general public.
- 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.
- Knowledge of governmental accounting and budgeting procedures.
- Knowledge of modern accounting and budgeting principles, practices, and procedures.
- Knowledge of efficient office methods and practices including filing systems, business correspondence, receptionist techniques, and report writing.

- Knowledge of English usage, grammar, spelling, vocabulary, and punctuation.
- Knowledge of standard office machines.
- Knowledge of computers and software, including spreadsheets.
- Any combination of experience and education that could provide three (3) or more years of increasingly responsible successful secretarial experience. College level coursework preferred.

## **ESSENTIAL DUTIES**

- Processes administrative details not requiring the immediate attention of the administrator.
- Collects, compiles, and organizes information pertaining to related administrative or educational activities, and/or events, and prepares reports.
- Orders supplies, and prepares and submits monetary claims, billing, purchase orders, and requests for reimbursement.
- Answers telephones, greets visitors, and answers questions about operational unit using existing policies and procedures.
- Maintains a variety of complex filing systems, for example confidential student files, personnel training database, timecards, etc.
- Coordinates and/or supervises workflow with other unit personnel.
- Monitors and analyzes operational financial and expenditure information.
- Reviews financial documents and reports for accuracy, completion, and conformity to rules, regulations, and laws.
- Evaluates budget income and expenditures to meet program needs.
- Coordinates purchasing within operational unit.
- Performs excess cost analysis where appropriate.
- Assists in budget planning and development.
- Assists in contract coordination.
- Prepares financial reports from source documents.
- Provides financial advisory services and analysis when needed.
- Reads and interprets all fiscal information necessary to competently perform duties.
- Audits budgets and financial reports.

## **MARGINAL DUTIES**

- Attends meetings/conferences and prepares minutes and summaries of action taken.
- Composes correspondence, memos, newsletters, brochures, etc., independently or from direction by supervisor.
- Arranges committee meetings and develops agenda.
- May assist in facilities maintenance and development projects and analysis.
- Works closely and harmoniously with all managers, staff, and outside agencies.
- Performs related duties as required.

## **SUPERVISION RECEIVED**

Employees in this classification receive limited supervision within a broad framework of overall objectives.

## **SUPERVISION EXERCISED**

Employees in this classification may train and coordinate the workflow for other staff members in the 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)