

Alameda County Office of Education Job Description

JOB TITLE: Site Secretary (Range 13 CSEA)

JOB SUMMARY:

Performs general secretarial and clerical activities that may vary by location in support of educational programs of the ACOE at school sites throughout the county system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains files, records, reports, and other related student information.

Monitors and verifies student eligibility and placement.

Gathers, reviews, verifies and finalizes student records; prepares and distributes transcripts.

Researches, compiles, prepares, proofs and audits data for student attendance.

Provides general information regarding site programs, events, and procedures.

Orients substitute certificated personnel concerning lesson plans, supplies, facilities and procedures.

Maintains time cards for regular and substitute certificated personnel..

Calls and schedules substitute certificated personnel.

Prepares substitute summary reports, attendance reports, and substitute responses.

Prepares data and performs data entry on computers according to guidelines.

Screens and routes calls, provides information to callers.

Creates and maintains filing systems.

Prepares correspondence and reports.

Tracks, expenditures, maintains ledgers, and tabulates data for budget reports.

Receives and distributes staff payroll vouchers and warrants.

Processes mail.

Prepares requisitions, expense reports, reimbursements.

Reconciles budgets and prepares budget transfers.

Performs related duties as required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

Communicate effectively with parents and other callers concerning student issues.
Prioritize and schedule work.
Explain policies, procedures, and regulations.
Meet schedules and timelines.
Establish and maintain effective relationships.
Operate a computer and related software.
Prepare records and reports.
Organize and coordinate office activities.
Operate modern office equipment.
Arrange meetings and travel.
Compose correspondence independently.
Schedule and coordinate meetings.
Prepare and maintain records and files.
Keyboard at 50 WPM from clear copy.

KNOWLEDGE OF

Goals, polices, procedures, and objectives of student attendance programs.
Education codes.
Student databases and record systems.
Interpersonal skills.
Oral and written communication.
Correct written and spoken English.
Operation of computers and related software.
Policies and objectives of assigned programs.
Coordination of clerical assignments.
Modern office practice and procedures.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); two years related office experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California drivers license.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively one on one and before small groups

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide using decimals and whole numbers.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Approved By: Personnel Commission

Approved Date: February 19, 2009