

Tulare County Office of Education
JOB DESCRIPTION

POSITION TITLE: *Secretary (7323)*

Job Summary:

Under general supervision, performs a variety of specialized and difficult clerical and stenographic work to relieve supervisors of clerical details, and performs related work as required.

Essential Job Functions:

- < Interviews and greets callers and visitors
- < Maintains records, files
- < Types and/or takes and transcribes dictation
- < Makes arrangements for meetings, conferences, workshops and business trips
- < Operates variety of office equipment
- < Prepares reports, schedules, correspondence, flyers, bulletins, calendars, brochures, county office forms
- < Screens and routes correspondence and mail
- < Composes and creates correspondence, flyers, forms, reports, certificates, programs, such as name tags, transparencies
- < Plan and assist in the coordination of county-wide events
- < Assist in the coordination of workshops and inservices

Other Position Functions:

- < Performs other duties as necessary

Essential Position Requirements - Qualifications:

- < Experience Required:
 - C Experience sufficient to have acquired advanced knowledge of modern and efficient office techniques, tools and procedures; written and oral communication skills and work standards.