

Tulare County Office of Education
JOB DESCRIPTION

POSITION TITLE: *Secretary, Health Services (9786)*

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 and 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 in-services such as CPR & professional development for health staff and school districts.
- ▶ Responsible for correct Spanish translation of all oral and written forms.
- ▶ In coordination with Health Department, organize and structure TB skin test clinics for employees.
- ▶ Schedule and order supplies and prescriptions and record results.
- ▶ Organize and structure EpiPen Program for school districts.
- ▶ Prepare and process School Health Programs services contracts with Tulare County school districts for all Credentialed School Nursing, Family Service Worker, and Licensed Vocational Nursing services.
- ▶ Track, monitor and oversee scheduling of substitute nurse assignments, daily, weekly and monthly absence reporting, prepare calendars for scheduling, checking for possible scheduling conflicts.
- ▶ Work closely with Program Manager, assists

records management

► Ability to:

use computers to update and create correspondence, retrieve financial information, use electronic calendars, store and retrieve documents and other basic word processing applications (preferably WordPerfect)

understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations

perform secretarial work with speed and accuracy

Read, write and speak in Spanish.