

Job Summary: The job of the College & Career Support Services Specialist is established for the purpose/s of assisting the College & Career Director with the organization and monitoring of daily tasks, ensuring specialized Office (see 9863) J28.365 -1.

- information is given to project participants.
- Gathers/collects data and information via the telephone, e-mail, and in person for the purpose of compiling reports required by the project.
- Maintains accurate records for the purpose of ensuring that documentation is organized and available.
- Maintains schedules of project appointments, meetings, trainings and workshops for the purpose of ensuring that all meetings and trainings are scheduled and that the project participants are informed.
- Operates a variety of office equipment for the purpose of facilitating the needs of the job.
- Perform other duties as assigned for the purpose of facilitating the needs of the job.
- Travels to various locations within the region for the purpose of meeting the needs of the job.

Skills, Knowledge and /or Abilities Required:

Skills to:

- operate office equipment including a computer and software programs, 10-key calculator, copier, telephone, scanner, fax, etc.;
- type at a speed of 50 net words per minute;
- file accurately;
- research Ed Code;
- discern project restrictions;

Knowledge of:

- word processing, Excel, and Illustrator software;
- records/data management procedures;
- Tulare County Office of Education policies and procedures;

- modern office methods, practices and procedures;
- correct English grammar, spelling and punctuation;
- ability to communicate and collaborate effectively with others;
- Post-Secondary admission requirements and career pathways
- Knowledge of federal and state program requirements to support administrators.

Ability to:

- use computers to update and create correspondence, use electronic calendars, store and retrieve documents and other word processing, spreadsheet and data base applications;
- communicate effectively, orally and in writing;
- treat the public and co-workers courteously, tactfully and cooperatively in a timely manner.
- understand and complete oral and written directions
- navigate the Internet;
- maintain confidentiality;
- coordinate meetings;
- organize projects;
- create collection documents;
- effectively manage time;
- organize and process records;
- operate standard office equipment;
- establish effective working relationships with k-12 school districts, post-secondary institutions and workforce development partners;
- meet deadlines.

Experience Required:

- Two years of experience working in an office setting is preferred.
- Job-related experience with increasing levels of responsibility is desired.

Education Required:

- High school diploma or the equivalent.

Certificates, Licenses, Clearances, Testing and or/ Bonding Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Typing certificate verifying 50 net words per minute.

Other Special Requirements:

- Willingness to work a flexible schedule including evenings and weekends if needed.
- Must be able to travel in and out of county using own vehicle.

FLSA Status: Non-Exempt**November 2020**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.