

# The

Tulare County Office of Education  
JOB DESCRIPTION

**Job Title:** Secretary, Operational Services 9958

## Job Summary

The Secretary, Operational Services reports directly to the Director of the department and/or designee. This position is responsible for planning and coordinating (4(t)-10(i)5(n)-9(g (D)-1 0 0 1 30.5 34.28 Tm0 g0 G[S]4(ec)-3(r)-3(em8 ))TJET2 92 reT2 5

