

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
ROP SECRETARY/CAREER CENTER TECHNICIAN

DEFINITION

Under general supervision, to perform a variety of clerical tasks pertaining to the operation of the Career Center and the Regional Occupational Program.

CLASS CHARACTERISTICS

Positions in this class perform a variety of clerical tasks necessary to the administration of the career center and ROP. Incumbents are required to have knowledge of the rules and regulations of both of these programs. Incumbents are required to perform work that requires initiative and limited decision making abilities. Incumbents are expected to perform duties without constant supervision and make independent decisions within the guidelines of the programs.

EXAMPLES OF DUTIES

- Works closely with counselors in developing and operating comprehensive career-guidance programs and a career education center.
- Act as a liaison to community based training programs and organizations.
- Collect, organize, review, classify, and update career planning materials such as occupational data and reference books.
- Order materials, catalog, and maintain career information files.
- Interview and assist students and teachers in locating career information or materials.
- Conduct orientations, for students, in the career center to demonstrate the use of files of written materials, shelf collections, and any other resources used for career and educational information.
- Publicize and promote the use of the Career Center and the District ROP, including attending and/or being a guest speaker at community organizations.
- Schedule special presentations and speakers.
- Help administer and score vocational and interest aptitude tests.
- Prepare forms and assessment materials and maintain records for all grade levels of career exploration units.
- Administer career units and assist students with automated computer career information programs.
- Keep bulletin boards updated with current job information, scholarship opportunities, and/or other written materials of importance (testing, college fairs, summer enhancement programs, etc.).
- Stay abreast of labor market information, including job prospects, salaries, training opportunities and requirements. This requires reading career and counseling literature and attending career conferences and workshops.
- Assist and direct visitors and callers that inquire about the Districts ROP programs.
- Work closely with ROP teachers and counselors in developing and promoting the importance of vocational training in the community and the classrooms so that appropriate enrollment is maintained.
- Develop career awareness projects related to ROP programs to increase enrollment.
- Maintain necessary record keeping and budgets for all ROP teachers for the end of the year check out reports.
- Type all certificates for students completing ROP training programs.
- Perform routing clerical tasks such as maintaining files, typing, routing mail,, drafting routine correspondence, and maintaining attendance files.
- Operate a variety of office machines and computers to process information and facilitate internal and external communication.

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QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Operation of computer hardware and software.
- Modern office practices including: filing, receptionist, and telephone techniques.
- Laws and regulations as related to the Career Center and the Regional Occupation Program.

Ability to:

- Administer and evaluate basic instruments for assessing career potential and vocational interests.
- Perform clerical work with speed and accuracy.
- Work with software programs such as word processing and spreadsheets.
- Work with the public and other staff in a courteous, tactful manner.
- Meet deadlines and work efficiently under pressure.

TRAINING AND EXPERIENCE

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light work- Lifting, pushing, and/or pulling objects normally does not exceed 25 pounds and is an infrequent part of the job.

Mobility- Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision- Positions in this class require vision (which may be corrected) to read small print.

SALARY LEVEL

Range 19 of the ACUSD Classified Salary Schedule.