

AMADOR COUNTY OFFICE OF EDUCATION  
SECRETARY III

DEFINITION

Under the supervision of the Superintendent, Director, and/or Coordinator, this person is responsible for assuring the smooth functioning of the office environment and for supervising other employees. This person performs secretarial duties of considerable difficulty and does related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class may be distinguished from those in the next lower class, Secretary II, in that the variety of work performed is greater; public and interagency contact will be frequent and require answering of questions and making statements regarding departmental procedures. There is very extensive use of independent judgment and discretion; very extensive interpretive ability is also required within previously established framework.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assigns work to other staff to maintain orderly office environment and evaluates their performance.
2. Helps prepare department or program budgets and is aware of budgetary processes.
3. Composes and/or types letters, memoranda, and announcements for the Superintendent, Director and/or Coordinator and all department staff.
4. Assists in staff calendar coordination.
5. Answers phone, receives and relays messages, receptionist for staff.
6. Prepares records and reports in accordance with deadlines.
7. Works independently with a minimum of supervision.
8. Organizes work effectively with a minimum of direction.
9. Transcribes dictation accurately.
10. Monitors staff records, such as absence, mileage and accident reports, etc.
11. Establishes and maintains files as required.
12. Requisition supplies and initiates maintenance and print shop for work orders.
13. Assist in preparation of material, set up and refreshments for meetings.
14. Explains general policies and specific procedures of the assigned office to certificated and classified employees and the general public.
15. Efficiently organizes incoming calls, mail, appointments, meeting schedules, agendas, minutes, summaries and reports.
16. Operates and maintains computerized information based programs.
17. Maintains current knowledge of contract, policies and procedures.
18. Maintains strict confidentiality in all office business.
19. Operates standard office equipment.

GENERAL QUALIFICATIONS

Knowledge of:

- Office practices and procedures.
- English usage, spelling, grammar, and punctuation.
- School site operations.
- Program budget and accounting.
- PageMaker computer program.

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Ability to:

- Perform secretarial work involving a great degree of independent judgment.
- Perform secretarial work with accuracy and speed.
- Type accurately at a rate of 60 words per minute.
- Use a computer terminal as a word and data processor.
- Make mathematical calculations quickly and accurately.
- Direct, supervise and evaluate other staff.
- Learn quickly specific laws and procedures and apply them with good judgment.
- Care and use of general office equipment.
- Maintain cooperative working relationships with other employees, district staff and general public.
- Ability to take dictation on computer.

EDUCATION AND EXPERIENCE

- Five years of secretarial experience or related experience preferably in elementary, secondary or special education.
- Two years of college business courses or completion of coursework in business training school including shorthand or speedwriting and Dictaphone.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

- Positions in this class perform work, which is primarily sedentary; lifting, pushing and/or pulling which normally does not exceed 25 pounds.

Mobility:

- Positions in this class require the mobility to stand, stoop, reach and bend.

Vision:

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

LICENSE REQUIRED

- A valid and appropriate California driver's license.

SALARY LEVEL

- Range 52 of the ACOE Classified Salary Schedule.