

AMADOR COUNTY OFFICE OF EDUCATION  
SECRETARY I

DEFINITION

Under the supervision of the Director, Coordinator and/or Secretary III, this person performs secretarial duties somewhat above average difficulty and does related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class may be distinguished from those in the next lower class, Office Assistant II, in that the variety of work performed is greater; public and interagency contact may be more frequent and require answering of routine questions and then making of statements regarding departmental procedures. There is use of judgment and discretion within previously defined framework in the performance of work, which is seldom required of positions in a lower class.

TYPICAL TASKS

Types and edits letters, memoranda and bulletins from rough drafts or from dictation, marginal notes or verbal instruction; assists in staff calendar maintenance; takes and distributes messages to staff; types, duplicates, and collates material in accordance with deadlines; prepares and maintains files; organizes work effectively, prepares materials, supplies, refreshments for meetings; operates standard office equipment; maintains strict confidentiality in all office business.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Office practices and procedures;  
English usage, spelling, grammar and punctuation;

Skill and ability to:

Use a computer terminal as a word and data processor;  
Perform secretarial work involving a degree of independent judgment;  
Perform secretarial work with accuracy and speed;  
Type accurately at a rate of 45 words per minute;  
Maintain cooperative working relationships with other employees, district staff and general public.

DESIRABLE EXPERIENCE AND EDUCATION

Experience:

One or more years of secretarial experience or related field.

Education:

High school diploma or equivalent including coursework in typewriting.  
Coursework in secretarial training; including shorthand or speedwriting.

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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 39 (Administrative Assistant I) or 42 (Administrative Assistant II) of the ACOE Classified Salary Schedule.