

# YOLO COUNTY OFFICE OF EDUCATION

## Head Start/Early Head Start Programs

### **CLASS TITLE: SECRETARY**

#### **BASIC FUNCTION:**

Under the supervision of the Head Start/Early Head Start Program Director, perform secretarial and clerical work; assist the Director with administrative matters requiring knowledge of program policies and procedures and related County Office rules and regulations; organize and coordinate office activities and communications.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform secretarial and clerical work related to the function and programs to which assigned; assists in planning, organizing and coordinating activities within the department or site as directed. Organize and establish filing and record-keeping systems; sort and route mail and correspondence. Organize and coordinate workflow to assure the proper and timely completion of work; monitor and adjust assignments to assure work is completed in accordance with established standards and procedures.

Greet visitors and answer telephones; provide information and assistance, as appropriate, or redirect visitors and callers to appropriate personnel; provide detailed information and answer questions regarding Head Start/Early Head Start programs, policies, procedures and regulations.

Use a computer to assist in monitoring and maintaining budget and other financial records; requisition office supplies and materials to assure adequate inventory levels; record expenditures for equipment, supplies and maintenance; arrange for payments, purchase orders and other expenditure documents.

Compose, prepare and distribute correspondence, handouts, meeting agendas and other materials from oral instructions; prepare and maintain a variety of records, flyers, lists and other materials; file materials according to established procedures; type a variety of materials including inter-office communications, requisitions, forms, letters, special project reports, and other materials as directed.

Review and process time sheets, attendance/absence-request forms and daily employee absence report.

Schedule, arrange and confirm appointments and meetings; and maintain the administrator's calendar; arrange travel reservations and accommodations; facilitate and coordinate various events for assigned programs; organize materials for special projects; schedule workshops, reserve conference rooms and arrange for refreshments for various meetings as assigned.

Receive request forms from Head Start/Early Head Start staff for van usage; schedule vans for times and assure appropriate individual receives van keys, gas cards, log sheets for mileage and billing; assure drivers are insured to drive County vans.

Assure timely communications between department and County Office employees and County, State and federal agencies; make telephone calls to receive and transmit information;

Use a computer and assigned software to maintain a variety of records, including staff and children's health records, family support services records and other records required by Head Start/Early Head Start Performance Standards or program policies. Compile reports from a variety of sources; research and compile information and compute statistical information for federal, State and County Office reports. Type reports, grant applications, memos, bulletins, letters and notices.

Assure timely communications between the YCOE Head Start/Early Head Start Program and other County Office of Education departments and divisions, County, State and federal agencies; make telephone calls to receive and transmit information.

As required, attend a variety of meetings; prepare and send out notices of meetings; prepare agendas, minutes and packets; collect and compile information for meetings, projects and workshops; distribute minutes.

Operate a variety of office equipment.

Perform other job related tasks as required.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Policies, objectives and terminology of Head Start/Early Head Start Programs.
- Operation of computer equipment and assigned software.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Basic budget monitoring and control methods.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

### **ABILITY TO:**

- Perform responsible secretarial and clerical work.
- Organize, coordinate and oversee office activities.
- Learn applicable sections of federal regulations and other applicable laws.
- Make arithmetic calculations quickly and accurately.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain a variety of records, including statistical and financial data, and prepare reports.
- Operate a microcomputer, computer and related software applications to enter and retrieve data, maintain records and generate reports.

- Type at an acceptable rate of speed.
- Compose correspondence and written materials independently or from oral or written instructions.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Schedule and coordinate arrangements for travel, meetings, workshops and conferences.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

**EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: graduation from high school and two years of increasingly responsible secretarial or clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

**LICENSE OR CERTIFICATES:**

- Valid California driver's license.

**REQUIREMENTS:**

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment with constant interruptions.

Travel from site to site within the county.

**PHYSICAL DEMANDS:**

Reaching overhead, bending at the waist, kneeling or crouching to file materials.

Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment.

Seeing to read a variety of materials and monitor student activities.

Sitting for extended periods of time.

Hearing and speaking to exchange information in person and on the telephone.

Driving a vehicle to conduct work.

**APPROVED:**

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Signature, Policy Council Chair

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Date of Approval

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Signature, Superintendent or Designee

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Date of Approval