

**Tulare County Office of Education  
JOB DESCRIPTION**

**POSITION TITLE: Secretary, Health Services (9786)**

**Job Summary:**

Under general supervision, performs a variety of specialized and difficult clerical and stenographic work to relieve supervisors of clerical details, and performs related work as required.

**Essential Job Functions:**

- ▶ Interviews and greets callers and visitors
- ▶ Maintains records and files
- ▶ Types and/or takes and transcribes dictation
- ▶ Makes arrangements for meetings, conferences, workshops and business trips
- ▶ Operates variety of office equipment
- ▶ Prepares reports, schedules, correspondence, flyers, bulletins, calendars, brochures, county office forms
- ▶ Screens and routes correspondence and mail
- ▶ Composes and creates correspondence, flyers, forms, reports, certificates, programs, such as name tags, transparencies
- ▶ Plan and assist in the coordination of county-wide events
- ▶ Assist in the coordination of workshops and in-services such as CPR & professional development for health staff and school districts.
- ▶ Responsible for correct Spanish translation of all oral and written forms.
- ▶ In coordination with Health Department, organize and structure TB skin test clinics for employees.
- ▶ Schedule and order supplies and prescriptions and record results.
- ▶ Organize and structure EpiPen Program for school districts.
- ▶ Prepare and process School Health Programs services contracts with Tulare County school districts for all Credentialed School Nursing, Family Service Worker, and Licensed Vocational Nursing services.
- ▶ Track, monitor and oversee scheduling of substitute nurse assignments, daily, weekly and monthly absence reporting, prepare calendars for scheduling, checking for possible scheduling conflicts.
- ▶ Work closely with Program Manager, assists with budgets, sets up and maintain files and records of accounts payable and receivable, process purchase orders, requests for warrant, mileage and budget revisions.
- ▶ Coordinate CPR trainings
- ▶ Maintains inventory of all medical equipment such as scoliosis, hearing, vision, and Spot Vision Screeners, CPR/AED medical equipment, charts, and other medical supplies and equipment as needed.
- ▶ Order supplies needed to maintain medical equipment running effectively for screenings, trainings, and other requirements a may arise or be necessary.
- ▶ Collect student data from all school districts and parents as necessary for schools we provide services to.
- ▶ Assist in the preparation and updating of all reports, forms and documents pertaining to current and incoming local, state, and federal incoming, opportunities and grant.
- ▶ Plan and assist in the coordination of county-wide events

**Other Position Functions:**

- ▶ Performs other duties as necessary

**Essential Position Requirements - Qualifications:**

- ▶ Experience Required:
  - Experience sufficient to have acquired advanced knowledge of modern and efficient office techniques, tools and procedures; written and oral communication skills and work standards.
  - Two (2) years' experience working in a hospital, clinic or school health environment performing clerical and/or patient services.

**Skills, Knowledge and/or Abilities Required:**

- ▶ Skills to:
  - transcribe (either by machine transcription, shorthand, computer or by composing a letter from draft form)
  - type at a speed of 50 wpm from clear copy
- ▶ Knowledge of:
  - state/federal financial reports
  - micro computers and electronic mail systems, networks and modems
  - Office of Education policies and procedures
  - modern office methods, practices and procedures
  - correct English word usage, spelling, grammar and punctuation

- records management
- ▶ Ability to:
  - use computers to update and create correspondence, retrieve financial information, use electronic calendars, store and retrieve documents and other basic word processing applications (preferably WordPerfect)
  - understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations
  - perform secretarial work with speed and accuracy
  - Read, write and speak in Spanish.

**Training Required:**

- ▶ Completion of business and computer coursework.
- ▶ Completion of front office/medical assistant training.

**Education Required:**

- ▶ Formal or informal education equivalent to completion of twelfth grade with supplementary training in business courses.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Valid California driver's license, typing certificate.

**Other Special Requirements/Qualifications:**

- ▶ travel locally
- ▶ perform routine repetitive tasks to completion
- ▶ attend in-service training, meetings, classes, conferences.

**FLSA Status:** Non-Exempt

**April 2017**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.