

**Job Summary:**

Under general supervision, performs a variety of specialized and difficult clerical and stenographic work to relieve the Foster Youth Services Coordinator of clerical details, and performs related work as required.

**Essential Functions:**

- Answers questions about the program from staff, outside agencies, districts for the purpose of relieving the coordinator the need to address minor program concerns.
- Assists other administrative staff with answering and directing phone calls.
- Maintain/handle confidential records, files, ensuring complete security.
- Maintains schedule of appointments and meetings of FYSCP Coordinator ensuring that all meetings with school districts, staff and public are kept.
- Drafts agendas, collects and packages meeting materials, and takes minutes of a variety of meetings some of a sensitive/confidential nature for the purpose of maintaining a record of the same.
- Assist in the organization and management of student records related to registration, enrollment, attendance, scheduling, and grades of students for decision-making.
- Maintains and administers Foster Focus database. Ensuring that all information is up to date and current and assisting districts, CWS with questions about data captured in the system.
- Access and maintain education information in CWS/CMS database
- Verify school enrollment for Child Welfare Services.
- Compose/create letters, reports, agendas, forms and other documents for the purpose of efficient program operation.
- Monitors working budget amounts, purchase orders, contracts, MOUs, reports and program expenditures for the purpose of insuring the expenditures are coed accurately, are with budget limits and meet audit requirement's.
- Compile and prepare a variety of record extracts, labels and reports related to the student information systems data.
- Troubleshoot various technical issues related to the student information systems via phone, email or in person.
- Analyze data collection problems for the purpose of developing solutions and making effective decisions and corrections.
- Disseminate information/reports for the purpose of providing district/TCOE staff with student data statistics as requested and on a monthly basis.
- Ensure Foster Youth Services portal on website is up to date.
- Type and/or take and transcribe dictation.
- Make arrangements for meetings, conferences, workshops and business trips for FYSCP staff.
- Conducts reference checks on potential employees and works with HR to make sure all necessary information has been provided.
- Develop contracts/directives with TCOE programs or outside providers.
- Operate a variety of office equipment.
- Prepare reports, schedules, correspondence, flyers, bulletins, calendars, brochures, county office forms.
- Screen and route correspondence and mail.
- Compose and create correspondence, flyers, forms, reports, certificates, programs, such as name tags, transparencies.
- Plan and assist in the coordination of county-wide events.
- Ability to maintain confidentiality General understanding of foster youth
- Assist in the coordination of workshops and in-services.
- Other Position Functions:
- Performs other duties as necessary

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

- **Skills to:**
  - transcribe (either by machine transcription, shorthand, computer or by composing a letter from draft form)
  - Type MOUs, agreements, and contacts for dissemination to districts, vendors, and agencies for Foster Youth Services.
  - Adapt to computer hardware/software changes
  - utilize basic software applications including Microsoft Word, Excel, Adobe Design software, presentation software and any software necessary to perform identified tasks;
  - communicate effectively both orally and in writing;
  - establish and maintain cooperative working relationships with others; · meet schedules and time lines; and
  - adapt to periodic heavy workload.
- **Knowledge of:**
  - Tulare County Office of Education, Special Services and Foster Youth Services policies and procedures;
  - Modern offices method, practices and procedures
  - Computers, electronic mail systems, networks,
  - Oral and written communication skills including correct English usage, grammar, spelling punctuation and vocabulary
  - Effective task and time management
  - state/federal financial reports; · micro computers and electronic mail systems, networks and modems;

- **Ability to:**

- Communicate effectively, both in written and oral form;
- Work cooperatively and effectively with individuals, groups, and a variety of departments, vendors, and agencies;
- Perform responsible secretarial duties, including taking and transcribing minutes of meetings with speed and accuracy
- Use computers to create, store and retrieve, and calendar information;
- Work independently to meet schedules and time lines.
- understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations;
- Manage and prioritize multiple tasks.
- Perform secretarial work with speed and accuracy; and · work independently in the absence of supervision.

**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.

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

**July 2018**

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.