

Job Summary:

The job of Secretary - SCICON is done for the purpose/s of providing a variety of specialized and difficult clerical work to relieve the SCICON Administrator of clerical details and to perform related work as required.

Essential Functions:

- ▶ Interviews/greets callers and visitors for the purpose of communicating SCICON business and or referring message to the appropriate staff members.
- ▶ Inventories/orders office and program supplies and forms for the purpose of maintaining a well-stocked office and program.
- ▶ Maintains records and files for the purpose of having information easily accessible and easily referenced.
- ▶ Makes arrangements for 5th and 6th grade student SCICON trips and group conferences for the purpose of scheduling and ensuring that participants have a successful stay at SCICON.
- ▶ Operates a variety of office equipment for the purpose of preparing materials for the SCICON program.
- ▶ Performs other duties as necessary for the purpose of facilitating program needs.
- ▶ Prepares reports, correspondence, schedules, work orders, flyers, bulletins, newsletters, calendars, brochures, county office forms, mass mailings, e-mail and faxes for the purpose of facilitating the needs of the job, disseminating information, and transacting SCICON business.
- ▶ Prepares invoices and contracts for the purpose of transacting SCICON business.
- ▶ Prepares/reviews budget data for the purpose of disseminating budget information to the Administrator and the Friends of SCICON organization.
- ▶ Screens/routes/delivers correspondence and mail for the purpose of assisting the supervisor with the distribution of information and the routing to the appropriate person.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - type at a speed of 50 net wpm from clear copy;
 - write clearly using correct English word usage, spelling, grammar and punctuation;
 - use computers to create and update correspondence, retrieve financial information, use electronic calendars, store and retrieve documents, and other basic word processing applications;
- ▶ **Knowledge of:**
 - computer software including word processing, spreadsheets, databases and digital communication;
 - Tulare County Office of Education policies and procedures;
 - modern office methods, practices and procedures;
 - records management;
- ▶ **Ability to:**
 - use patience, tact and courtesy to establish rapport with co-workers, other county office employees and the public, in person, and by telephone;
 - read, understand and apply technical/legal information and materials;
 - accurately code, post, check or verify detailed information and data;
 - understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations;
 - perform secretarial work with speed and accuracy;
 - operate standard office machines.

Experience/Training Required:

- ▶ Job-related experience is required.
- ▶ Completion of business and computer course work.

Education Required:

- ▶ High school education or the equivalent.
- ▶ Targeted job-related education that meets the organization's prerequisite requirements.

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

- ▶ Typing certificate at a speed of 50 net wpm from clear copy.
- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

January 2013

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.