

MONO COUNTY OFFICE OF EDUCATION

Clerical Position

Support Services Clerk (proposed 5/14/2018)

Definition:

Under direction, to serve as clerical and secretarial support to assigned Office of Education administrative staff and Program Coordinators/Directors; to perform a variety of complex office assistance work; to relieve an administrator, consultant, or coordinator of a variety of administrative detail work; to answer public and staff contacts and concerns; and to do related work as required.

Supervision Exercised and Received:

An employee in this classification receives general supervision from the County Superintendent, Deputy Superintendent or his/her designee, within a broad framework of policies and procedures.

Examples of Duties and Responsibilities:

Duties and responsibilities may include but are not limited to the following:

- Maintains adequate inventories of office supplies
- Keeps records and prepares statistical or other types of reports in accordance with predetermined forms and procedures, such as fleet miles, postage amounts and workers compensation incident reports
- Prepares USPS, UPS and FedEx packages for mailing
- Interoffice mail dispersment
- Monitors documents for accuracy and general completeness
- Posts conference room marquis activity
- Assists in scheduling and the preparation of meetings in the conference room
- May resupply janitor supplies in janitor's closet
- Tracks gas cards and gas receipts
- Fleet management: includes monitoring the vehicle usage, daily assignment of vehicles to employees, oversee vehicle repair, cleaning, tire changing, and purchase and sales of vehicles
- May assist with the implementation of special events and projects
- Receives initial contacts by telephone or in person, screens calls, provide information, resolve complaints, answers questions or refers callers to appropriate persons and/or schedule appointments as necessary
- Track and order stationery / envelopes as needed
- May assist HR department in such duties that include, but are not limited to, posting to the job board, picking up live scans each month, distributing Workman's Comp forms as needed, providing substitute teacher information
- May be assigned to assist in scheduling maintenance and/or repair of all office equipment
- May be assigned to assist in overseeing and monitoring facility operations
- May be assigned to assist in web page maintenance
- Other duties as may be assigned and/or required

Knowledge of:

- Office procedures and practices including, filing, record keeping techniques, telephone techniques, business English, grammar, punctuation and spelling
- Proper operation and care of all office equipment, including computers, copiers, teleconferencing equipment, heating/air conditioning and lighting systems and other equipment that may be utilized in this position

- Standard software programs used by MCOE, including Microsoft Office or Macintosh, Internet, E-mail and Excel
- Financial, budgetary, and account record keeping
- Purchasing and inventory procedures

Ability to:

- Maintain confidentiality at all times
- Plan, organize, schedule time and assignments according to priorities
- Identify potential problem areas
- Use good judgement in a variety of situations
- Research information from a variety of materials
- Work with minimal supervision
- Compile information and prepare accurate reports
- Operate a variety of office equipment including computer and software programs used by MCOE
- Deal tactfully and courteously with all co-workers and persons seeking information or expressing concerns.
- Establish and maintain cooperative working relationships
- Be responsible for office support functions and administrative detail work
- Maintain a variety of administrative files and records
- Multi-task and pay close attention to detail, remain organized and work efficiently

Education and Experience:

- High school diploma or equivalent, including or supplemented by training in a specific program area.
- Bilingual in Spanish preferred

Physical Requirements:

Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting fifty-five (55) pounds on an occasional basis and in excess of fifty-five (55) pounds with assistance. Ability to work at a desk; ability to stand for extended periods of time; ability to see for purposes of reading rules and policies and other printed matter; ability to hear and understand speech at normal levels; ability to communicate so others will be able to clearly understand; ability to operate office equipment; ability to bend and twist; ability to reach in all directions.

Other Requirements:

- Possession of a valid driver's license
- TB testing
- Fingerprint background check
- Compliance with the MCOE dress code and other policies

Probationary Period: One Year

Salary Range: 40-44

Benefits: Benefits packages will be provided.