

JOB DESCRIPTION

Clackamas ESD

POSITION TITLE: Services Secretary: EI/ECSE Services**DEPARTMENT:** Early Childhood Education**PLACEMENT:** Range 12**WORK YEAR:** 12 Months**SUPERVISED BY:** Program Coordinator**EMPLOYEE ASSOCIATION:** Classified**GENERAL DESCRIPTION OF THE POSITION:**

The EI/ECSE Services Secretary will perform secretarial and clerical support for services provided to children enrolled in the EI/ECSE Program. The Secretary is responsible for the management and organization of information, records, and reports. The Secretary works closely with a designated service area team of specialists and administration to maintain accurate documentation of services to children. The Secretary communicates regularly with parents, community medical and child serving agencies, local school districts, and internal personnel.

ESSENTIAL FUNCTIONS:

1. Responds to all inquiries or referrals for EI/ECSE services (within 48 hours)
2. Prepares and maintains education records and working files for program staff
3. Enters all required child information into the student information system and contributes accurate data for reports
4. Supports a designated service area team of specialists and administration including serving as the primary contact, produces written correspondence, collects and maintains various types of documentation
5. Arranges transportation with local education agency as needed
6. Collaborates with administrators, secretaries, special educators, and related service staff responsible for evaluation and services for children enrolled in the EI/ECSE Program
7. Assists with routine tasks including collection and initial review of personnel timecards
8. Interacts with the public at the ESD's main reception desk during the Public Services Support Representative's breaks and absences, as assigned

ADDITIONAL FUNCTIONS:

1. Follows and supports ESD policies and procedures
2. Performs other duties as may be assigned
3. Works cooperatively and harmoniously with clients, co-workers and supervisors
4. Maintains professional and technical knowledge by participating in professional development activities

MINIMUM QUALIFICATIONS:

1. Recent successful experience with general office practices and procedures requiring progressively greater skills
2. Demonstrated proficient in word processing, database, and spreadsheet applications
3. Ability to apply program criteria and manage logistics to successfully complete assigned tasks
4. Ability to work independently and use initiative and judgment in accomplishing tasks with general instruction and guidance
5. Ability to organize time and other resources to handle multiple tasks simultaneously
6. Ability to work accurately with attention to details
7. Written and oral communication skills and proficiency in English sufficient to perform essential functions
8. Physical and mental attributes sufficient to perform essential functions

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

1. Employee may need to:

Bend:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Climb:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Crawl:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Not At All
Drive:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Kneel:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Not At All
Lift:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Reach: (above shoulder)	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Sit:	<input checked="" type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Squat:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Stand:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Twist:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Walk:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All

2. Employee may use hands for:

Single Grasping	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Pushing & Pulling	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Fine Manipulation	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All

3. Employee may use wrists for:

Twisting/turning	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
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4. Employee may use feet for repetitive movement as in operating foot controls:

	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Not At All
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5. Lifting:

- ☒ Light Work: Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to ten pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

REASONING ABILITY:

- Routine, repetitive tasks with simple instructions
- Ability to follow detailed instructions that require few changes
- Ability to follow detailed procedures with several potential variables
- Problem solving ability and interpretation of events required for practical matters
- Ability to accurately interpret behaviors and nonverbal communication and act on decisions
- Logical or deductive thinking required frequently
- Creative, innovative solutions to job problems

CALCULATIONS:

- Simple copying, addition, counting, subtraction
- Ability to divide and multiply
- ☐ Understanding the metric system and conversions
- Fractions, decimals, and percentages
- ☐ Statistics, use of graphs
- ☐ Advanced mathematics
- ☐ Theoretical application of statistics and complex math

LANGUAGE:

- Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- Ability to explain simple directions, copy data from one form to another
- Completes form letters or answers routine correspondence
- Composes correspondence independently
- ☐ Reads and interprets complex technical material
- ☐ Ability to speak and understand a second language
- Can prepare complex reports and documents as required
- Ability to speak with individuals and small groups in an articulate manner
- ☐ Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

I hereby indicate by my signature that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the positions, and
3. I can perform the essential functions of this position without an accommodation.

Employee _____ Date _____

Supervisor _____ Date _____