

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CLERICAL

CLASSIFICATION: OFFICE ASSISTANT

JOB TITLE: DATA SUPPORT ASSISTANT

BASIC FUNCTION:

Under the supervision of the Director of Children's Services or designee, input data for all Children's Services programs and provide departmental staff with technical support in Children's Services computer software and assure compliance with established County Office, State and Federal policies, procedures and regulations.

REPRESENTATIVE DUTIES:

Input enrollment, attendance, program, and site data as required by Head Start Performance Standards and State Funding Terms and Conditions. **E**

Audit/Input Non Federal Share for Head Start/Early Head Start and provide monthly report to Policy Council and management staff. **E**

Data entry for Child Care enrollments. **E**

Maintain current lists of enrolled children and assist with maintenance of attendance records and reports. **E**

Assist with monthly Program Information Report (PIR) data monitoring and preparation of monthly and annual PIR reports for management staff. **E**

Assist with the 801A Report for Subsidized Programs on a monthly basis. **E**

Coordinate with Colusa County Office of Education Technology staff for updates to Children's Services software programs. **E**

Perform annual data rollover for new program year, update software to maintain current administrative requirements and establish program profiles for new program years. **E**

Provide database technical assistance and support to all Children's Services staff. **E**

Perform filing and clerical duties; type agendas and minutes as needed; prepare agenda packets of information and distribute as appropriate. **E**

Prepare and maintain a variety of program records, reports and files; maintain current records and reports. **E**

Participate in department staff meetings; attend various workshops, training sessions and conferences as assigned. **E**

Assist in accessing community resources. **E**

Type, duplicate and distribute a variety of program information materials, reports, forms and other documents, translate oral and written materials as needed to assist clients and providers. **E**

Answer telephones and take messages or refer calls. **E**

Operate a computer and other standard office equipment. **E**

Maintain informational bulletin board. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures, and equipment
Interpersonal skills using tact, patience and courtesy
Confidentiality requirements
Positive communication skills, e.g. active listening, problem solving
Computer hardware and software in order to perform word processing, information retrieval and maintenance of data
Telephone techniques and etiquette
Record-keeping and filing techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills

ABILITY TO:

Perform a variety of clerical and receptionist duties
Operate a variety of assigned office equipment
Understand and follow oral and written instructions
Maintain records and files
Communicate effectively both orally and in writing
Meet schedules and timelines
Work as an effective team member
Type at an accurate rate of speed
Work cooperatively with parents, community members, agency staff and others
Respond to the public with courtesy and tact
Maintain confidentiality
Operate a computer to complete reports and maintain data
Lift and carry objects weighing up to 40 pounds
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

High school graduate and at least 12 Early Childhood Education or General Education units and one year clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Bilingual English/Spanish required
Proof of the following immunizations: Measles, Pertussis and Influenza. Staff must submit proof that they have received or declined the Influenza vaccine to the Administrative Program Specialist every year between August 1 and December 1.

WORKING CONDITIONS:

ENVIRONMENT:

Office

Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
Sitting or standing for extended periods of time
Reaching overhead, above the shoulders and horizontally to store and retrieve files
Bending at the waist, kneeling and squatting
Lifting, pushing, pulling and carrying objects weighing up to 40 lbs
Driving a vehicle to carry out program activities
Hearing and speaking to exchange information on the telephone or in person
Seeing to read written documents

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases
Potential for confrontation with dissatisfied persons

Employee Group: Classified – Unrepresented

FLSA Status: Non-exempt

Salary Schedule: 220

Approval Date: June 2022