

# Short Term Program Services Assistant III

**Application Deadline: Open Until Filled**

Colusa County Office of Education is recruiting for a Short Term Program Services Assistant III who can perform a variety of family support, case management, and clerical and receptionist duties.

**CURRENT ASSIGNMENT LOCATION:**

Children's Services Main Office

**SALARY:**

\$13.76 per hour

**HOURS/DAYS:**

7.5 hours per day, About 75 days

**EDUCATION & EXPERIENCE:**

- High school graduate or GED and one year clerical experience
- Program Services Assistant II and Programs Services Assistant III require additional college units

**LICENSES & REQUIREMENTS:**

*The successful candidate will be required to provide DOJ and FBI fingerprint clearance, TB test clearance, a valid California driver's license, and immunizations as described on complete job description following acceptance of job offer.*

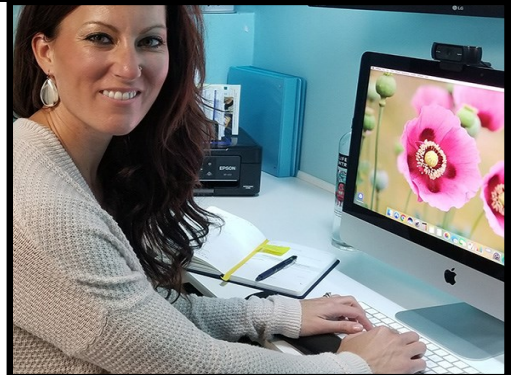
**KNOWLEDGE AND ABILITIES:**

- Bilingual English/Spanish preferred

**APPLICATION DEADLINE:** Open Until Filled

It is to your advantage to apply as soon as possible, as recruitment may close at any time.

*Colusa County Office of Education (CCOE) participates in E-Verify. To view the Notice of E-Verify Participation and the Right to Work posters, please visit the Employment Opportunities section of the CCOE website.*



**Colusa County Office of Education**

Human Resources  
345 5th Street, Suite A  
Colusa, CA 95932  
(530) 458-0350  
hr@ccoe.net

**APPLICATION PROCEDURE**

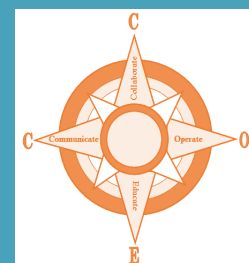
Interested candidates must apply online at [www.ccoe.net](http://www.ccoe.net)

**REQUIRED APPLICATION MATERIALS**

A complete application packet will include:

- Resume
- Unofficial transcripts verifying units

*All employment applications and supplemental documents must be submitted through EdJoin. Incomplete application packets will not be considered.*



**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**  
**DRUG AND TOBACCO-FREE WORKPLACE**

# COLUSA COUNTY OFFICE OF EDUCATION

(Excerpt from job description)

## REPRESENTATIVE DUTIES (INCLUDING, BUT NOT LIMITED TO THE FOLLOWING):

### Program Services Assistant I

Answer telephones and take messages or refer calls; greet office visitors and direct to appropriate personnel. **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; assist all required licensed and licensed exempt provider. **E**

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

Maintain informational bulletin board. **E**

Operate a computer terminal to record child and family data. **E**

Assist with referrals for childcare. **E**

Assist with provider eligibility list. **E**

Operate office equipment such as a typewriter, calculator, computer terminal, copier, facsimile, and multi-line telephone. **E**

Participate in staff development, as directed. **E**

Perform related duties as assigned.

### Program Services Assistant II

*Perform all duties listed under Program Services Assistant I plus the following:*

Complete intake applications/enrollments for child development. **E**

Prepare, process, and maintain necessary records of client participation. **E**

Collect parent fees. **E**

Transport documents from confidential student/family files to Children's Services, update data base, and return documents to site of origin. **E**

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

Assist with referrals and follow-up procedures related to enrollment records, including scheduling appointments, meetings and other resources, and tracking referrals; information sharing and documentation; maintain parent contact record. **E**

Participate in planning and carrying out recruitment of program participants; prepare and maintain a variety of reports, files and recruitment materials.

Perform related duties as assigned.

### Program Services Assistant III

*Perform all duties listed under Program Services Assistant I and II plus the following:*

Prepare provider payment data from submitted child care documents; review child care forms for accuracy and completeness. **E**

Enter data into system to calculate accurate payment reports; submit to supervisor for review and preliminary approval. **E**

Participate and assist in parent/provider meetings. **E**

Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Modern office practices, procedures, and equipment

Child development philosophies and strategies

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:

Share information about best practices in child development

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

Facilitate parent understanding, involvement and communication

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

## WORKING CONDITIONS:

### ENVIRONMENT:

Office and classroom

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