

# Program Services Assistant III

## Application Deadline: Open Until Filled

Colusa County Office of Education is recruiting for a 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:

\$16.70 - \$19.34 per hour

### HOURS/DAYS:

7.5 hours per day, 260 days per year

### BENEFITS:

Partially paid medical, dental and vision benefits; paid vacation and sick leave; CalPERS retirement

### EDUCATION & EXPERIENCE:

- High School graduate or GED and one year clerical experience
- 6 General Education College Units

### LICENSES & REQUIREMENTS:

- Bilingual English/Spanish required
- The successful candidate will be required to provide DOJ and FBI fingerprint clearance, TB test clearance, a valid California driver's license, COVID 19 vaccination verification (or program-required equivalent), and immunizations as described on complete job description following acceptance of job offer.

### APPLICATION DEADLINE: Open Until Filled

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

**Current CCOE-CS employees only: Letter of Interest and Resume submitted to Human Resources**

*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.*

*Nondiscrimination in Employment, Programs and Services & Drug, Alcohol, and Tobacco Free Workplace.*



### 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.edjoin.org](http://www.edjoin.org)

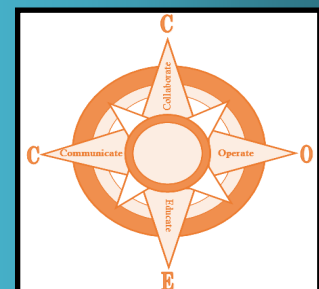
### REQUIRED APPLICATION MATERIALS

A complete application packet will include:

- Resume
- Letter of Interest
- Unofficial Transcripts
- Bilingual English/Spanish Required
- Two Professional Letters of Recommendation (dated within the last 12 months, preferred)

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



# COLUSA COUNTY OFFICE OF EDUCATION

## (Excerpt from job description)

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

- Answer telephones and take messages or refer calls; greet office visitors and direct to appropriate Personnel. **E**
- Establish collaborative relationships with parents, providers and employees. Demonstrate respectful and positive Interactions. **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; assist all required licensed and licensed exempt provider. **E**
- Maintain a variety of program records, reports and files; maintain current records and reports. **E**
- Utilize technology to record child and family data. **E**
- Assist with referrals for childcare and early educational options. **E**
- Operate office equipment such as a calculator, computer, copier, scanner, facsimile, and multi-line telephone. **E**
- Participate in staff development, as directed. **E**
- Complete intake applications/enrollments for child development programs. **E**
- Prepare, process, and maintain necessary records of client participation. **E**
- Complete and process monthly Child Care Family Fees for subsidized childcare services. **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 **E**
- Prepare and process attendance records and provider reimbursement claim with accuracy. **E**
- Schedule and conduct timely initial and recertification interviews to facilitate enrollment and continuation in program. **E**
- Enter data into system to calculate accurate payment reports; submit to supervisor for review and preliminary approval. **E**
- Enter client information into internal databases. **E**
- Assist with reviewing verification of income to ensure eligibility for enrollment and maintain compliance according to State and Federal guidelines. **E**
- Assist with verifying complete and accurate documentation of eligibility and need for child care. **E**
- Coordinate participating subsidized programs to enter and provide eligibility information from the CEL for enrollment. **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
- Funding Terms and Conditions
- Title 5 Regulations
- 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