

# Program Services Assistant II

## Application Deadline: Open Until Filled

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

### CURRENT ASSIGNMENT LOCATION:

Colusa Children's Center

### SALARY:

\$15.90 - \$18.42 per hour

### HOURS/DAYS:

7.5 hours per day, 261 days per year

### BENEFITS:

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

### EDUCATION & EXPERIENCE:

- High School graduate or GED and one year of clerical experience

### LICENSES & REQUIREMENTS:

- The successful candidate will be required to provide DOJ and FBI fingerprint clearance, TB test clearance, COVID-19 vaccination verification (or program-required equivalent) 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 Required

### 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 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)

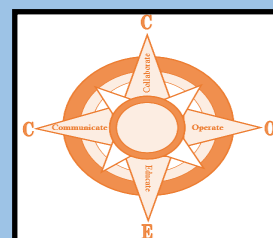
### **REQUIRED APPLICATION MATERIALS**

A complete application packet will include:

- Resume
- Letter of Interest
- Two Professional letters of recommendation (dated within the last 12 months, preferred)
- Unofficial Transcripts

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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**  
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 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