

REGIONAL CENTER OF THE EAST BAY
Job Description

POSITION TITLE: Early Start (ES) Intake and Assessment Administrative Secretary I – Bilingual in Spanish

SALARY RANGE: \$2,011.49 - \$2,666.68 Bi-weekly
\$52,298.74 - \$69,333.68 Annual

REPORTS TO: Early Start Intake & Assessment Supervisor

LOCATION: San Leandro, CA.

SPECIFIC DUTIES:

1. Sends documents by DocuSign and follows up to make sure forms needed are completed and received.
2. Back-up for Secretary in the event of vacation, leave, etc.
3. Back-up for Data Processing for the ES Intake Unit in the event of vacation, leave, etc.
4. Maintains and reports the stats for the ES intake Unit.
5. Assists in finding interpreters for assessments.
6. Creates and edits forms as requested.
7. Type various reports and composes letters.
8. Scans and sends closed files to the Records Technician.
9. Answers phones and direct calls, greets visitors, performs word processing, filing, scanning, and faxing.
10. Back-up for certain ES Intake Supervisor duties in the event of vacation, leave, etc, to include assigning intakes with direction from manager.
11. Other duties as assigned.

QUALIFICATIONS:

- A. One year administrative experience.
- B. Typing skills (50 wpm).
- C. Vocabulary skills, mature judgment and ability to work with a diverse group of individuals as well as independently.
- D. Excel Skills & Knowledge, Outlook, DocuSign, and ZOOM preferred.
- E. Flexibility, tact and comfort with numbers preferred.
- F. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.