

**SAN MATEO COUNTY OFFICE OF EDUCATION**

Establish and maintain cooperative and effective working relationships with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;  
Multi-task and establish priorities in a fast paced work environment;  
Analyze situations accurately and adopt an effective course of action;  
Provide consultation and technical expertise concerning student programs and services;  
Meet schedules and time lines;  
Work independently with little direction.

**WORKING CONDITIONS:**

**Environment:**

Indoor work environment

**Physical Demands of the Job:**

Use and manipulate a computer keyboard and other office equipment;

Read a variety of materials;

Sit and stand for extended periods of time.