## 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.

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