

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2006
RANGE: 45.0
CLASSIFIED
CODE: 1

CSIS ADMINISTRATIVE SECRETARY
(California School Information Services)

DEFINITION

Under direction, to perform complex and specialized secretarial and clerical functions for the entire CSIS Program;

to serve as a personal secretarial aide to the CSIS Chief Operating Officer and the other members of the CSIS management team, providing relief from administrative and clerical detail;

to organize and coordinate the staff activities of the CSIS Program;

to do other related work as required.

EXAMPLES OF DUTIES

Serve as a confidential secretary and management aide to the CSIS Chief Operating Officer and all other CSIS managers;

organize and coordinate the clerical staff activities of the CSIS Program, including planning, organization, layout, and development of work accomplishment guidelines;

attend various meetings and may take and transcribe notes;

setup travel arrangements;

prepare meeting minutes for editing and distribute minute summaries as required;

request information and data, review the data and compile accurate and comprehensive reports and surveys;

respond to inquiries which involve the interpretation of policies, regulations, and operational procedures;

attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment, and confidentiality;

take and transcribe dictation which may include technical and complex terminology, requiring a familiarity with legal mandates, policies, and regulations;

independently prepare for managers' review correspondence, memoranda, reports, and a variety of other communicative subject matter that may include privileged and highly sensitive material;

operate a computer terminal and use standard productivity tools such as word processing, spreadsheet, and e-mail software, as well as use KCSOS' system for creating and tracking purchase orders;

act as the receptionist for the entire CSIS Program receiving and answering telephone inquiries and receiving and assisting office visitors;

establish and maintain complex and confidential files and records, including automated data management, storage, and retrieval processes;

maintain a calendar of activities and events, and schedule appointments, conferences, and meetings for the CSIS Chief Operating Officer and other CSIS managers;

receive, sort, route mail, and respond to routine correspondence;

plan, develop, and implement office procedures and working forms;

assist in the budget planning and expenditure control process;

provide technical input pertaining to the performance evaluation of the clerical staff in the Administrator's office.

QUALIFICATIONS

Knowledge of:

Knowledge of principles, procedures, methods, techniques, and operations of an administrator's office;

modern office practices and equipment, including automated data management, storage, and retrieval systems;

public education goals and objectives, and the operational objectives of the specific areas of responsibility of the Administrator;

English usage, spelling, punctuation, grammar, and manuscript and report formatting;

legal mandates, policies, regulations, and operational procedures which govern the activities of the Administrator's office;

communication techniques, strategies, and procedures.

Ability to:

Ability to plan, organize, coordinate, and schedule administrative and clerical functions and activities;

effectively and efficiently perform highly responsible secretarial and administrative aide functions;

abstract, compile, and prepare accurate and comprehensive reports and summaries;

communicate effectively in oral and written form;

establish and maintain a variety of complex, privileged, and sensitive data management, storage, and retrieval systems;

type or keyboard at a net corrected speed of 60 words per minute;

demonstrate competence with Microsoft Word, Excel and Outlook;

make arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Four (4) years of responsible executive or administrative secretarial experience, including one year in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in business office management, organization and supervision, and related technical skill areas at the community college level.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of one year.

TS: gs

10/28/15

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