

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED FEBRUARY 1995
RANGE: 38.0
CLASSIFIED
CODE: 4

SECRETARY I

DEFINITION

Under general supervision, perform specialized and responsible clerical and secretarial functions;

relieve supervisor of clerical detail and to perform routine administrative aide functions;

do other related work as required.

EXAMPLES OF DUTIES

Serve as a personal secretary and office management aide;

review and screen incoming correspondence and communications routed to supervisor;

refer specific communications or correspondence to appropriate staff members for the gathering of data or for a response;

plan follow-up activities to ensure that the time lines are met;

arrange correspondence for supervisor's personal reply in the order of a predetermined priority with appropriate background materials available for reference;

independently or in accordance with general instructions, compose correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures;

review outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation;

may take notes of meetings and conferences, and prepare an accurate summary;

serve as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contacts;

may prepare input data for a computerized record management, storage, and retrieval system, and utilize the output reports in the office operational functions;

maintain a variety of records and files, which may include student, personnel, budget, expenditure, payroll, and a variety of other related records and files;

assist with budget planning and expenditure control;

may perform a variety of functions and tasks related to the enrollment of students and in preparing materials and records for students who are leaving the county schools program.

QUALIFICATIONS

Knowledge of:

Organization and coordination of clerical functions at an above average level of responsibility;

modern office methods and equipment, including automated record management and filing systems, receptionist and telephone techniques, correspondence and report writing;

English usage, grammar, spelling and punctuation;

basic methods and techniques of organization and planning.

Ability to:

Learn, interpret, and apply legal mandates, policies, rules and regulations, and operational procedures;

assume responsibility for routine administrative detail;

compose correspondence independently;

establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required;

work evenings and weekends;

type or keyboard at a net corrected speed of 45 words per minute;

demonstrate basic competency in Microsoft Word or WordPerfect;

make arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Two (2) years of responsible and varied secretarial and clerical experience.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, office management, or other related skill areas.

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 six months or 130 days, whichever is longer.

TS: gs

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