

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2020
RANGE: 47.5
CLASSIFIED
CODE: 1, 2

EXECUTIVE SECRETARY I

DEFINITION

Under minimal direction, to perform complex and specialized secretarial and clerical functions;

to serve as a personal secretarial aide to the designated administrators at the Associate, Deputy, or Chief Deputy level, as assigned, providing relief from administrative and clerical detail;

and to do other related work as required.

EXAMPLES OF DUTIES

Serve as a confidential secretary and management aide;

produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics;

conserve executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications;

maintain executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel;

welcome guests and customers by greeting them, in person or on the telephone; answering or directing inquiries;

maintain confidence and protect operations by keeping information confidential;

prepare reports by collecting and analyzing information;

provide historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions;

maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies;

ensure operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques;

maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; and establishing professional networks;

contribute to the team effort by assisting and acting as the back-up to the Executive Secretary II;

attend various meetings and take and transcribe notes;

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 involves 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 supervisor's review correspondence, memoranda, reports, and a variety of other communicative subject matter that may include privileged and highly sensitive material;

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

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

assist in the budget planning and expenditure control process including credit card audit trail and travel expenses;

serve as meeting secretary for county-wide committees as directed;

coordinate major events for office;

assist Chief Legislative Analyst as needed.

QUALIFICATIONS

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:

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 50 words per minute;

demonstrate competence with Microsoft Office applications, including Word, Excel, PowerPoint, Access, Outlook (specifically calendaring), desktop publishing skills, and departmental software programs such as QSS/QCC, Laserfiche, and Epsilon;

make arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

multitask and prioritize daily workload;

use discretion and maintain confidentiality;

demonstrate exemplary planning and time management skills.

Experience:

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

RT: m

7/21/2020

G:\Executive Secretary I.doc