

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED MARCH 2024**  
**RANGE: 45.5**  
**CLASSIFIED**  
**CODE: 1**

### **ADMINISTRATIVE SECRETARY**

#### **DEFINITION**

Under minimal direction, to perform complex and specialized secretarial and clerical functions in support of an assigned division for the County Office of Education.

#### **EXAMPLES OF DUTIES**

Serve as a personal, confidential secretary and management aide to a member or members of Senior Cabinet as assigned, providing relief from administrative and clerical detail;

organize, coordinate and lead division activities and events, including the organization, planning, layout and development of work accomplishment timelines;

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

compile information and prepare and maintain a variety of data, records and reports related to division programs, financial activity, student information, correspondence, attendance, personnel, and assigned duties;

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

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;

act as the receptionist to the Senior Cabinet member(s), receiving and answering telephone inquiries and receiving and assisting division visitors;

train and mentor division secretaries on internal processes;

establish and maintain complex and confidential division files and records;

maintain and utilize calendar systems to confirm appointments, coordinate, schedule, and plan meetings, trainings, and workshops for Senior Cabinet member(s) and Division;

plan, coordinate, schedule, and attend a variety of meetings, workshops, and other assigned events, including securing facilities, and the creation and distribution of agenda's, minutes, and meeting materials on behalf of Senior Cabinet member(s) and the division;

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

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

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

work collaboratively with Senior Cabinet member(s) to develop and maintain division budgets and related reports;

prepare, process, and manage, purchase orders, invoices, requisitions, and internal personnel paperwork;

provide oversight of division records and electronic storage of records, and help oversee the coordination, operation, and updating of the division's document storage management system;

maintain supplies inventory by checking stock to determine inventory level;

anticipate needed supplies;

place and expedite orders for supplies and verify receipt of supplies;

process conference and meeting registrations and travel reservations and arrangements for staff;

ensure operation of equipment by completing preventative maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment;

perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Principles, procedures, methods, techniques, and operations of the assigned division;

modern office practices, procedures, software, systems 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 division;

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

legal mandates, policies, regulations, and operational procedures which govern the activities of the division;

state education code, local, state and federal laws, codes, regulations and requirements, policies, and objectives as related to assigned job duties and/or assigned division;

communication techniques, strategies, and procedures.

#### Ability to:

Multi-task, problem solve, and make sound independent decisions;

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

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

review and proofread assignments with a strong attention to detail;

effectively and efficiently perform highly responsible 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 speed that allows for the timely completion of work;

demonstrate competence with Microsoft Office applications (Word, Excel, PowerPoint, Access, and Outlook), desktop publishing skills, and departmental software programs such as 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.

*Experience:*

Minimum of four (4) years of responsible and varied secretarial and clerical experience.

Prior experience training and/or coordinating the work of others preferred.

*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 possess a valid California Motor Vehicle operator's license.

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.

May be required to obtain and maintain a California notary public commission, based on assignment. Necessary expenses incurred in the course of obtaining and maintaining a California notary public commission will be reimbursed by the Office for those required to be a notary public for the purpose of conducting Office business.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

3/11/2024

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