

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 1996
RANGE: 45.0
CLASSIFIED
CODE: NONE

ADMINISTRATIVE SECRETARY/LEGISLATIVE ASSISTANT

DEFINITION

Under direction, to perform complex and specialized secretarial and clerical support services including the preparation of publications, monthly reports, legislative correspondence and other special reports;

to assist division administrator in providing legislative bill tracking, analysis and report preparation;

to organize and coordinate the staff activities of the administrator's office;

to do other related work as required.

EXAMPLES OF DUTIES

Serve as a confidential secretary and management aide;

organize and coordinate the clerical staff activities of the administrator's office, including planning, organization, layout, and development of work accomplishment guidelines;

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;

enter, store and retrieve information from computerized bill tracking services, including inputting and updating office positions, letters sent and other pertinent information necessary to create monthly reports;

organize initial sort of incoming legislation for assignment, distribute copies of legislation for analysis by appropriate divisions, order bills as designated, ensure master files are kept up to date;

generate, prepare, edit and distribute monthly legislative reports;

maintain master legislative files, including daily logs, weekly histories and year-end publications, ensures that all files are kept up-to date;

assist the administrator in basic research activities on varying subjects related to legislative activities;

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;

operate a word processing system and computer terminals to process a variety of assignments ranging from simple to complex, utilizing source documents such as copies, drafts or transcription;

find and download information from the Internet using a web browser;

send documents utilizing electronic file transfer;

act as the receptionist to the administrator 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 administrator;

receive, sort, and 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:

State legislative policies and procedures;

school administrative and financial policies and procedures;

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 60 words per minute;

competence with WordPerfect or Microsoft Word and Lotus 1-2-3, Excel or Quattro Pro;

make arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Four 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 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.

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

TS: gs

9/29/15

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