

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED AUGUST 2016
RANGE: 43.5
CLASSIFIED
CODE: 1

ADMINISTRATIVE SECRETARY I

DEFINITION

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

to serve as a personal secretarial aide to an administrator providing relief from administrative and clerical detail;

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

to organize and coordinate staff activities and events;

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 takes and transcribes notes;

prepare meeting minutes for editing and distributes 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;

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 including submitting and managing purchase orders;

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;

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

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:

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

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 (Word, Excel, PowerPoint, Access, and Outlook), desktop publishing skills, and departmental software programs such as QCC, Laserfiche, and Epylon;

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 secretarial experience, including one year in an administrative or 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:

Must maintain 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

8/9/16

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