

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2011
RANGE: 40.5
CLASSIFIED
CODE: 1

SECRETARY II

DEFINITION

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

relieve an administrator of clerical and administrative detail by coordinating, organizing, leading, and participating in the various operational aspects of the administrator's assignment;

do other related work as required.

EXAMPLES OF DUTIES

Serve as a personal secretary and office management aide dealing with a variety of sensitive and privilege matters;

may coordinate and lead the staff activities of the administrator's office, including the organization, planning, layout, and development of work accomplishment time lines;

prepare or coordinate the preparation of information and data requested for administrative review;

attend meetings and conferences as requested and take and transcribe notes into summary form;

may take and transcribe correspondence, memoranda, reports, and other communicative forms which include technical terminology and require a familiarity with legal mandates, policies, regulations, and operational procedures affecting the administrator's functional responsibilities;

operate programmed word processing and computer equipment to produce letters, memoranda, reports, forms, minutes and other related printed materials;

establish and maintain indices of files of a data storage system;

may develop, maintain, merge and sort mailing lists, registration lists and prepare letters, envelopes and labels for large mailing projects and workshops;

may use a variety of software programs producing databases, spreadsheets, tables and graphs;

interpret policies, regulations, and operational procedures to those persons contacting the administrator's office either by telephone or through personal visitation;

act as a receptionist and office management aide to the administrator, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other details;

establish and maintain complex alphabetical, numerical, and subject matter files which may include sensitive and privileged data;

coordinate, organize, and provide technical input into the performance evaluation of the office clerical staff;

assist with budget planning and expenditure control procedures;

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;

may assist with a variety of personnel management activities, including the preparation of time reports, certification follow-up personnel recruitment and selection processes, and other similar functions and activities.

QUALIFICATIONS

Knowledge of:

Principles, methods, techniques, and strategies of clerical staff coordination and organization;

modern office methods and equipment, including data management, storage, and retrieval systems, receptionist and telephone response techniques, letter and report writing, and proofreading;

English usage, spelling, grammar, and punctuation;

basic techniques of organization and planning.

Ability to:

Effectively perform complex secretarial and clerical activities which require knowledge of legal mandates, policies, regulations, and operational procedures;

prepare clear and comprehensive reports;

learn, interpret, and apply complex policies, administrative regulations, and operational procedures;

plan, organize, and coordinate the work of others;

type or keyboard at a net corrected speed of 50 words per minute;

demonstrate competence in Microsoft Office Suite;

communicate effectively in oral and written form;

make arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Three (3) years of responsible secretarial experience, including one year in a responsible or lead capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in business office management, organization, planning, or related technical 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

5/24/16

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