

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED NOVEMBER 2022**  
**RANGE: 46.0**  
**CLASSIFIED**  
**CODE: 1**

**FCMAT-CSIS ADMINISTRATIVE ASSISTANT**

**DEFINITION**

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

to serve as the primary organizational support for FCMAT-CSIS services including the FCMAT governing board;

to serve as the personal secretarial aide to the FCMAT Chief Executive Officer, Deputy Executive Officer and/or CSIS Chief Operating Officer providing relief from administrative and clerical detail;

to organize and coordinate the clerical staff activities and events of FCMAT and CSIS services;

and to do other related work as required.

**EXAMPLES OF DUTIES**

Serve as a confidential secretary and management aide to the FCMAT and CSIS administrators;

organize and coordinate the clerical staff activities and events of FCMAT and CSIS services, including planning, organization, layout, and development of work requirements;

attend various meetings and take and transcribe notes;

operate Microsoft Office and Adobe (or equivalent) word processing, spreadsheet, and other related tools and applications to support document creation and maintenance, data management, storage, and retrieval systems to process a variety of assignments ranging from simple to complex;

coordinate the preparation of the FCMAT governing board agenda, meeting minutes and supporting documentation, distribute to board members and interested parties, post on the FCMAT website, and otherwise ensure compliance with the Bagley-Keene Open Meeting Act;

coordinate and maintain the organization's conflict of interest policies and disclosures;

communicate with state-level partners on a variety of governance and service topics;

attend governing board meetings, including out of town travel, if applicable;

request information and data through a variety of methods, review the data and compile accurate and comprehensive reports;

assist the administrator in basic research activities on varying subjects;

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

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

be familiar with the relevant technical and complex terminology used, requiring a familiarity with legal mandates, policies, and regulations;

independently prepare for administrator'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 entire FCMAT and CSIS services receiving and answering telephone inquiries and receiving and assisting office visitors, if applicable;

establish and maintain complex and confidential files and records, which may include sensitive and privileged data, including automated data management, storage, and retrieval processes;

process and maintain the organization's outside consultant registry and use systems;

train staff and outside consultants on the use of automated data management, storage, and retrieval processes used by the organization;

create and maintain workshop registrations;

maintain a calendar of activities and events, and schedule appointments, conferences, and meetings for the FCMAT and CSIS administrators;

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

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

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

assist in the budget planning and expenditure control process using standard productivity tools such as word processing, spreadsheet, and email software to create, submit, track and manage purchase orders using FCMAT-CSIS and KCSOS' systems;

assist in the coordination and planning of professional learning programs such as FCMAT's Chief Business Official (CBO) Mentor Program and CBO Coaching and Induction Program (CIP);

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.

## **MINIMUM QUALIFICATIONS**

### *Knowledge of:*

Principles, procedures, methods, techniques, and operations of an administrator's office;

modern office practices and equipment, including high proficiency skills for Microsoft Office and Adobe (or equivalent) word processing, spreadsheet, and other related tools and applications to support document creation and maintenance, data management, storage, and retrieval systems;

receptionist and telephone response techniques, letter and report writing, and proofreading;

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 60 words per minute;

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

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