

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED MARCH 2024**  
**RANGE: 49.0**  
**CLASSIFIED**  
**CODE: 1, 2**

## **EXECUTIVE SECRETARY**

### **DEFINITION**

Under minimal direction, to perform highly complex, specialized, and confidential secretarial and clerical functions in support of the County Office of Education, and the Office of the Superintendent.

### **EXAMPLES OF DUTIES**

Serve as a personal, confidential secretary and management aide to the Office of the Superintendent, providing relief from administrative and clerical detail;

train and mentor secretaries and administrative secretaries for the Superintendent of Schools;

work collaboratively to help coordinate the preparation of the component sections of the Board of Education agenda;

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

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;

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 judgement, 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;

may operate a word processing system and computer terminals;

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 the Office of the Superintendent and the County Office of Education;

act as the receptionist to the Office of the Superintendent, 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;

prepare, process, and manage, purchase orders, invoices, requisitions, and internal personnel paperwork for the Office of the Superintendent and other assigned divisions as needed;

maintain and utilize multiple calendar systems to confirm appointments, coordinate, schedule, and plan

meetings, trainings, and workshops for the Office of the Superintendent;

review outgoing correspondence and other materials from the Office of the Superintendent, for consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation;

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

maintain supplies inventory by checking stock to determine inventory level;

anticipate needed supplies;

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

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

work collaboratively with the Office of the Superintendent to develop and maintain division budgets and related reports;

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

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

and perform other related work as required.

## **QUALIFICATIONS**

### ***Knowledge of:***

Principles, procedures, methods, techniques, and operations of an Office of a Superintendent;

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;

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

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

state education code, local, state and federal laws, codes, regulations and requirements, policies, and objectives as related to the Office as a whole;

superior communication techniques, strategies, and procedures.

### ***Ability to:***

Multi-task, problem solve, and make sound independent decisions with very little oversight;

plan, organize, coordinate, and schedule Office with clerical functions and activities;  
effectively and efficiently perform highly responsible and confidential secretarial and executive 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 for the Office as a whole;

type or keyboard at a speed that allows for the timely completion of work;

demonstrate competence with Microsoft Office applications, including Word, Excel, PowerPoint, Access, Outlook (specifically calendaring), desktop publishing skills, and departmental software programs such as QSS/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 (5) 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 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.

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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