

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MARCH 2024
RANGE: 40.5
CLASSIFIED
CODE: 4

SECRETARY

DEFINITION

Under general direction, perform comprehensive, complex secretarial duties in support of an assigned program, department, and/or division for the County Office of Education.

EXAMPLES OF DUTIES

Serve as a department secretary, personal secretary, and office management assistant as assigned;

may coordinate and lead staff activities within the program or department, including the organization, planning, layout, and development of work accomplishment time lines;

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

interpret, apply and explain complex, detailed program or department related information;

input a wide variety of data into an assigned computer system, create queries, manipulate data and generate a variety of mandated and requested computerized lists and reports;

assist department managers in the monitoring, development, and maintenance of division budgets and related reports as assigned;

prepare and process purchase orders, invoices, requisitions, and internal personnel paperwork as assigned;

communicate with county office staff, and outside vendors and organizations to coordinate programs and activities, including exchanging information and exercising independent judgement to resolve issues or concerns;

compile information and prepare and maintain a variety of data, records and reports related to department programs, financial activity, student information, correspondence, attendance, personnel, and assigned duties;

compose, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, letters, contracts, memoranda, bulletins, agendas, handbooks, manuals, and other materials;

coordinate travel arrangements, including reservations, for personnel as needed, and assist with the completion and submission of forms required for reimbursement;

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;

maintain and utilize calendar systems to confirm appointments, coordinate, schedule, and plan meetings, trainings, and workshops as requested;

act as a receptionist and office management aide for the program or department, including answering phones, and responding to routine inquiries and correspondence on behalf of the program or department;

read, sort, and date incoming mail, ensure outgoing mail is delivered in a timely manner, and when necessary, route mail to delivery service and follow-up on timely delivery;

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

provide oversight of program or department records and electronic storage of records, and assist in the coordination, operation, and updating of the department's document storage management system;

review outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation;

maintain a variety of records and files (both electronic and hard copy), which may include student, personnel, budget, expenditure, payroll, and a variety of other related records and files;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

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

business letter and report writing techniques;

data control procedures and data entry operations;

professional telephone techniques and etiquette;

modern office practices, procedures, software, systems, and equipment;

state education code, local, state and federal laws, codes, regulations and requirements, policies, and objectives as related to assigned job duties and/or assigned program or department;

proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication;

record-keeping techniques.

Ability to:

Effectively perform complex secretarial and clerical activities;

ensure accuracy and completeness of data, records, and reports;

determine appropriate action within clearly defined guidelines;

work with minimal supervision and prioritize assignments from multiple supervisors;

compose correspondence and written materials independently or from oral and/or written instruction;

establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required;

work evenings and weekends if assigned;

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

make mathematical calculations with speed and accuracy;

meet schedules and timelines;

communicate effectively both orally and in writing;

establish and maintain cooperative working relationships.

Experience:

Three (3) years of responsible and varied secretarial and clerical experience.

Education:

Equivalent to the completion of the twelfth grade.

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.

CP: rn

3/8/2024

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