

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED FEBRUARY 1995**  
**FISCAL/CLERICAL SERIES**  
**RANGE: 45.5**  
**CLASSIFIED**  
**CODE: 1,8**

## **ADMINISTRATIVE SECRETARY II**

### **DEFINITION**

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

to serve as a personal secretarial aide to the Superintendent providing relief from administrative and clerical detail;

and to do other related work as required.

### **EXAMPLES OF DUTIES**

Serves as a confidential secretary and management aide;

attends various meetings and takes and transcribes notes;

prepares meeting minutes for editing and distributes minute summaries as required;

requests information and data, reviews the data and compiles accurate and comprehensive reports and surveys;

responds to inquiries which involves the interpretation of policies, regulations, and operational procedures;

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

takes and transcribes dictation which may include technical and complex terminology, requiring a familiarity with legal mandates, policies, and regulations;

independently prepares 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;

acts as the receptionist to the administrator receiving and answering telephone inquiries and receiving and assisting office visitors;

establishes and maintains complex and confidential files and records, including automated data management, storage, and retrieval processes;

maintains a calendar of activities and events, and schedules appointments, conferences, and meetings for the administrator;

receives, sorts, and routes mail, and responds to routine correspondence;

plans, develops, and implements office procedures and working forms;

assists in the budget planning and expenditure control process.

## **MINIMUM 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:

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), Novell GroupWise (specifically calendaring), desktop publishing skills, and departmental software programs such as QSS, Laserfiche, and Epyton;

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 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.

### Condition of employment:

Some positions may require 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.**

This position has a probationary period of one year.

ST:rw

11/19/07

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Revisions made to Computer skills 11/19/07