

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 1996
FISCAL CLERICAL SERIES
RANGE: 45.0
CLASSIFIED
CODE: NONE

ADMINISTRATIVE SECRETARY/LEGISLATIVE ASSISTANT

DEFINITION

Under direction, to perform complex and specialized secretarial and clerical support services including the preparation of publications, monthly reports, legislative correspondence and other special reports;

to assist division administrator in providing legislative bill tracking, analysis and report preparation;

to organize and coordinate the staff activities of the administrator's office;

to do other related work as required.

EXAMPLES OF DUTIES

Serves as a confidential secretary and management aide;

organizes and coordinates the clerical staff activities of the administrator's office, including planning, organization, layout, and development of work accomplishment guidelines;

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;

enters, stores and retrieves information from computerized bill tracking services, including inputting and updating office positions, letters sent and other pertinent information necessary to create monthly reports;

organizes initial sort of incoming legislation for assignment, distributes copies of legislation for analysis by appropriate divisions, orders bills as designated, ensures master files are kept up to date;

generates, prepares, edits and distributes monthly legislative reports;

maintains master legislative files, including daily logs, weekly histories and year-end publications, ensures that all files are kept up-to date;

assists the administrator in basic research activities on varying subjects related to legislative activities;

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

operates a word processing system and computer terminals to process a variety of assignments ranging from simple to complex, utilizing source documents such as copies, drafts or transcription;

find and download information from the Internet using a web browser;

send documents utilizing electronic file transfer;

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;

provides technical input pertaining to the performance evaluation of the clerical staff in the administrator's office.

QUALIFICATIONS

Knowledge of:

State legislative policies and procedures;

school administrative and financial policies and procedures;

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;

competence with WordPerfect or Microsoft Word and Lotus 1-2-3, Excel or Quattro Pro;

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.

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 six months or 130 days, whichever is longer.

ST:rw

7/1/96

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