

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2006
RANGE: 45.0
TECHNICAL/SPECIALIST SERIES
CLASSIFIED
CODE: 1

CSIS - ADMINISTRATIVE SECRETARY
(California School Information Services)

DEFINITION

Under direction, to perform complex and specialized secretarial and clerical functions for the entire CSIS Program;

to serve as a personal secretarial aide to the CSIS Chief Operating Officer and the other members of the CSIS management team, providing relief from administrative and clerical detail;

to organize and coordinate the staff activities of the CSIS Program;

to do other related work as required.

EXAMPLES OF DUTIES

Serves as a confidential secretary and management aide to the CSIS Chief Operating Officer and all other CSIS managers;

organizes and coordinates the clerical staff activities of the CSIS Program, including planning, organization, layout, and development of work accomplishment guidelines;

attends various meetings and may take and transcribe notes;

setup travel arrangements;

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

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

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

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 managers' review correspondence, memoranda, reports, and a variety of other communicative subject matter that may include privileged and highly sensitive material;

operates a computer terminal and uses standard productivity tools such as word processing, spreadsheet, and e-mail software, as well as uses KCSOS' system for creating and tracking purchase orders;

acts as the receptionist for the entire CSIS Program 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 CSIS Chief Operating Officer and other CSIS managers;

receives, sorts, 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:

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:

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 Word, Excel and Outlook;

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.

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