

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED AUGUST 1998
FISCAL/CLERICAL SERIES
RANGE: 38.0
CLASSIFIED
CODE: 4**

**CAREER ADVISOR -
KERN COUNTY REGIONAL OCCUPATIONAL PROGRAM - MOJAVE**

DEFINITION

Under direction, the Career Advisor - Kern County Regional Occupational Program - Mojave will work in cooperation with the ROP teachers in developing an effective recruiting program;

work directly with site counselors in designing an effective recruiting program and assist the counselors in counseling students into the ROP classes.

EXAMPLES OF DUTIES

Assist, wherever possible, in locating job opportunities for students, and help place students into jobs;

make the community and students aware of KCROP offerings;

help with the vocational counseling of students;

conduct student interest and job market surveys;

visit each KCROP classroom (a minimum of twice per year) in order to inform students of job opportunities, application processes and general information on the KCROP;

be familiar with the objectives of each class, schedule, send announcements, attend and take minutes of each Program Advisory Committee meeting;

perform secretarial duties, such as: typing, proofreading, filing, and record keeping of data;

compiles information and prepares reports and summaries;

answers the telephone and provides caller with routine information;

serves as an administrative aide by receiving and responding to inquiries from either career center visitors or from telephone contacts;

may perform a variety of functions and tasks related to the enrollment of students and in preparing materials and records for students enrolling and leaving the KCROP activity;

fulfill other duties and meetings as assigned by the KCROP director;

attend semi-annual in-service meetings;

complete the attendance on a monthly basis;

collect and distribute program applications, attendance sheets, community classroom facilities agreements, cooperative training plans, community classroom training agreements and other ROP documents.

QUALIFICATIONS

Knowledge of:

Knowledge of organization and coordination of career center and clerical functions at an above average level of responsibility;

modern office methods and equipment, including automated record management and retrieval systems, receptionist and telephone techniques, correspondence and report writing;

English usage, grammar, spelling, and punctuation;

basic methods and techniques of organization and planning.

Ability to:

Ability to learn, interpret, and apply legal mandates, policies, rules and regulations, and operational procedures;

assume responsibility for routine administrative detail;

compose correspondence independently;

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

type or keyboard at a net corrected speed of 50 words per minute;

demonstrate basic competency in Microsoft Word or WordPerfect;

make arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions, establish and maintain cooperative working relationships.

Experience:

Two years of responsible and varied secretarial and clerical experience or career center experience.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, office management, or other related skill areas.

Condition of employment:

Must maintain 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

7/18/00

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