

JOB DESCRIPTION

Job Title: *Administrative Secretary - Confidential (7306)*

Job Summary:

Under the general supervision of the Administrative Assistant to the Superintendent, performs a variety of specialized and difficult clerical and stenographic work; to relieve supervisor of administrative and clerical details; and, to perform related work as required for the offices of the Superintendent, Human Resources, and Public Information.

Essential Job Functions:

- ▶ Assists in the updating of board policies for the purpose of ensuring they are current and compliant with state and federal requirements, Title V Regulations and Education Code.
- ▶ Coordinates travel, meeting and conference arrangements for the purpose of assisting the county superintendent of schools.
- ▶ Inputs data into the personnel/absence/seniority computer information system for the purpose of maintaining accurate records.
- ▶ Interviews and greets callers and visitors for the purpose of answering questions, furnishing information and referring to the proper sources.
- ▶ Maintains/monitors a monthly schedule for tracking regularly recurring reports, reviews, letters, state forms, meetings and activities for the purpose of ensuring that appropriate items are placed on the county board agenda and meeting deadlines.
- ▶ Maintains records, mailing lists, inventories, and files for the purpose of ensuring that records are updated and available for easy reference.
- ▶ Operates a variety of office machines for the purpose of completing assigned work.
- ▶ Prepares/composes documents; e.g., reports, schedules, correspondence, flyers, bulletins, calendars, brochures, press packets, board agenda packets, paper screening and interview forms, and other county office forms for the purpose of disseminating information to TCOE staff, Tulare County school districts, the general public and governmental agencies.
- ▶ Processes mail, monthly absence reports, purchase orders and requests for warrants, and agenda items for the county board for the purpose of disseminating information to TCOE staff, the county board, the Tulare County school districts, the general public and governmental agencies.
- ▶ Proofreads documents for the purpose of ensuring accuracy.
- ▶ Provides administrative and secretarial support to the county superintendent for the purpose of assisting him/her with TCOE operations.
- ▶ Provides assistance as needed to other departments and the county superintendent for the purpose of meeting the operational needs of TCOE.
- ▶ Responds to inquiries from the public, school districts, TCOE staff, and other agencies for the purpose of answering questions and meeting the needs of the requestor.
- ▶ Takes/transcribes minutes for the purpose of maintaining accurate records and factual information.
- ▶ Performs other duties as assigned for the purpose of completing assigned work.

Skills, Knowledge and/or Abilities:

- ▶ Knowledge of:
 - basic understanding of computers and electronic mail systems, networks and modems;
 - Office of Education policies and procedures;
 - modern office methods, practices and procedures;
 - correct English word usage, spelling, grammar and punctuation.
- ▶ Skills to:
 - type at a speed of 60 NET wpm from clear copy;
 - use a computer to prepare complex documents and spreadsheets;
 - perform difficult and responsible secretarial and administrative work with skill and accuracy;
 - compose and prepare correspondence, reports and memoranda without supervision or direction.
- ▶ Abilities to:
 - use a computer to update and create correspondence, retrieve information, use electronic calendars, store and retrieve documents and other basic word processing and spreadsheet applications;
 - understand the organization and operation of the county office as necessary to assume assigned responsibilities;
 - transcribe (either by machine transcription, shorthand, computer, or by composing a letter from draft form);
 - communicate effectively, orally, and in writing;
 - maintain complete records and files, and compile accurate records;
 - perform secretarial work with speed and accuracy;
 - operate standard office equipment;
 - maintain confidentiality;
 - maintain cooperative relationships with staff and others encountered in the course of work;
 - assist other employees to meet deadlines.

Other Requirements/Qualifications:

- ▶ Travel locally as needed.
- ▶ Perform routine repetitive tasks to completion.
- ▶ Attend in-service training, meetings, classes, and conferences.
- ▶ Work overtime with additional compensation.

Experience Required:

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.
- ▶ Experience sufficient to have acquired advanced knowledge of modern and efficient office methods and procedures.

Education/Training Required:

- ▶ High School Diploma or equivalent with supplementary training in business.
- ▶ Completion of business and computer course work.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Typing certificate verifying 60 NET wpm from clear copy.
- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Clearance.

FLSA Status: Non Exempt

Revised February 2007

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.