

**Job Summary:**

The job of Secretary to the Assistant Superintendent is done for the purpose of supporting the work of the Instructional Services Division, under the supervision of the Assistant Superintendent. Tasks consist of daily prioritization of assigned work including making appointments and travel arrangements for the Assistant Superintendent; record-keeping, initiating and composing correspondence; creating current updates to the division web page; assisting with charter school processes. The job also includes support to the Special Events coordinator and School-to-Career director with announcements/programs, certificate design, and processes for countywide events; as well as assistance to the Public Information Officer with the approval process of flyers and announcements for all Instructional Services events.

**Essential Job Functions:**

- ▶ Prepares correspondence, reports, departmental forms, flyers and announcements for the purpose of communication and sharing of information with Tulare County Office of Education (TCOE) employees, school district staff, agencies and the general public.
- ▶ Maintains current database for the purpose of having an up-to-date and accurate database for various grade-level and specific mailings.
- ▶ Maintains the TCOE Instructional Services division website for the purpose of providing accurate and comprehensive information pertaining to the division.
- ▶ Interviews callers and visitors for the purpose of providing information and/or referring to the appropriate division.
- ▶ Takes/Transcribes dictation for the purpose of preparing various correspondence and maintaining factual records of meetings.
- ▶ Composes correspondence or memorandum, independently, for the purpose of assisting the Assistant Superintendent with division operations.
- ▶ Processes mail (screens/routes) for the purpose of providing staff with correspondence so that they may respond appropriately in a timely manner.
- ▶ Maintains records, policies, calendars, schedules for the purpose of ensuring that time lines and deadlines are met and that records are available for easy reference.
- ▶ Arranges conferences, workshops, meetings for the purpose of assisting the Assistant Superintendent and division staff.
- ▶ Assigns tasks to clerical staff within the division for the purpose of completing work.
- ▶ Makes travel arrangements for the purpose of ensuring the attendance of the Assistant Superintendent at appropriate meetings and conferences.
- ▶ Performs other duties as assigned for the purpose of providing support to the Assistant Superintendent.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - communicate well, orally, and in writing with staff, school districts, agencies and the public;
  - use a computer to prepare complex documents and spreadsheets, retrieve financial information, use electronic calendars, store and retrieve documents;
  - utilize basic software applications including Microsoft Word, Excel, Adobe Design software, presentation software, and any software necessary to perform identified tasks;
  - transcribe (either by machine transcription, shorthand, computer, or by composing a letter from draft form);
  - type at a speed of 60 net wpm from clear copy;
- ▶ **Knowledge of:**
  - state/federal financial reports;
  - personal computers, electronic mail systems/shared networks, database software (preferably Microsoft Access)
  - TCOE policies and procedures;
  - modern office methods, practices and procedures, and modern technology methods;
  - correct English word usage, spelling, grammar and punctuation;
  - written and oral communication skills and work standards;
- ▶ **Ability to:**
  - understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations;
  - perform secretarial work involving independent judgment and requiring speed and accuracy;
  - manage and prioritize multiple tasks.
  - manage records;
  - maintain professional work ethics and standards;
  - perform routine repetitive tasks to completion;
  - assist other employees in order to meet deadlines;
  - attend in-service trainings, meetings, classes, and conferences;
  - travel, locally, using own vehicle;

**Experience Required:**

- ▶ Experience sufficient to have acquired advanced knowledge of modern and efficient office methods, practices and procedures.
- ▶ At least four (4) years of increasingly responsible administrative secretarial experience.

**Education Required:**

- ▶ High school diploma or the equivalent.
- ▶ Completion of business and computer course work.
- ▶ Formal education equivalent to the completion of two years of college.

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

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI fingerprint response.
- ▶ Typing certificate verifying 60 net wpm.

**FLSA Status: Non-Exempt**

October 2012

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.