

**JOB DESCRIPTION**

**JOB TITLE: *Administrative Assistant to the Superintendent* (5203)**

**Job Summary:** To serve as Administrative Assistant to the Tulare County Superintendent of Schools; to provide highly responsible and complex administrative and secretarial support services to the County Superintendent, the Tulare County Board of Education and supporting committees; and to perform related work as required.

**Essential Job Functions:**

- ▶ Assists the County Superintendent in the composition and preparation of correspondence, publications, reports, handbooks, and other documents to disseminate information to TCOE staff, Tulare County school districts, the general public, and government agencies.
- ▶ Serves as liaison to the County Superintendent providing information to the public school districts, TCOE staff, and other agencies.
- ▶ Performs complex and difficult secretarial duties involving independent judgment and requiring accuracy and speed to assist the County Superintendent with TCOE operations.
- ▶ Maintains all official records of the Tulare County Board of Education and the Tulare County School Boards Association to ensure compliance with the Ralph M. Brown Act and other state and federal regulations.
- ▶ Responds to inquiries from the public that relate to TCOE policies, board agendas, meetings and actions taken by the board to answer questions generated by the public, TCOE, and school districts.
- ▶ Coordinates travel, meeting and conference arrangements for the County Superintendent and Tulare County Board of Education.
- ▶ Takes and transcribes dictation to maintain official records.
- ▶ Operates a variety of office machines in order to complete assigned tasks.
- ▶ Coordinates professional growth and staff development programs for the Tulare County Office of Education support staff and for Tulare County school districts support personnel
- ▶ Interviews callers and visitors diplomatically and tactfully to provide general information about Tulare County Office of Education support services and programs and to refer to appropriate division.
- ▶ Coordinates and performs work required in the preparation of the County Board of Education agenda to disseminate the agendas as required by the Ralph M. Brown Act.
- ▶ Screens and routes incoming mail so that staff may respond appropriately and in a timely manner.
- ▶ Assigns tasks to clerical staff so that work may be completed.
- ▶ Maintains the County Superintendent's calendar, schedule, and appointments to ensure that deadlines and timelines are met.
- ▶ Inputs and retrieves pertinent information from electronic mail systems and networks.

**Other Job Functions:**

**Essential Job Requirements - Qualifications:**

- ▶ Experience Required:
  - experience to have acquired extensive knowledge of modern and efficient office methods, practices and procedures, written and oral communication skills; and professional work ethics and standards.

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

- ▶ Skills to:
  - perform clerical work involving independent judgment and requiring accuracy and speed;
  - understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations;
  - perform difficult and responsible secretarial, administrative and clerical work with speed and accuracy;
  - compose and prepare correspondence, reports and memoranda without supervision or direction;
  - use word processor to prepare complex documents at a speed comparable to a speed necessary for successful job performance.
- ▶ Knowledge of:
  - basic understanding of micro computers and electronic mail systems, networks and modems;
  - pertinent federal, state and local laws, codes and regulations including the California Education Code;
  - Office of Education policies and procedures;
  - modern office methods, practices and procedures;
  - advanced knowledge of English word usage, spelling, grammar and punctuation;
- ▶ Ability to:
  - use computers to update and create correspondence, retrieve financial information, use electronic calendars, store and retrieve documents and other basic word processing applications (preferably WordPerfect);
  - transcribe (either by machine transcription, shorthand, computer or by composing a letter from draft form).

**Training Required:**

- ▶ Completion of business and computer course work.

**Education Required:**

- ▶ Six years of increasingly responsible secretarial experience including administrative secretarial responsibilities. Education equivalent to completion of 14-16 years of education preferred with an Associate of Arts Degree.

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

- ▶ Valid California driver's license and proof of automobile insurance..

**Other Specialized Requirements:**

- ▶ Travel locally;
- ▶ perform routine repetitive tasks to completion;
- ▶ attend in-service training, meetings, classes, conferences.

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.