

CYPRESS SCHOOL DISTRICT
Cypress, California 90630

CLASS SPECIFICATION

ADMINISTRATIVE SECRETARY
(CONFIDENTIAL)

DEFINITION

Under administrative direction, the Administrative Secretary serves as the confidential staff assistant to a designated district office department head. The employee performs complex and responsible functions supporting the department head in his/her responsibilities and assumes and performs other duties as necessary or required.

ORGANIZATIONAL RESPONSIBILITIES

The Administrative Secretary position is under the direct supervision of a designated district office administrator and is classified as confidential due to the confidential involvement of employee-employer interactions, communications, records, and negotiations with employee associations. The position may provide guidance to and/or review the work of others and assist in their training and may be required to attend Board meetings as recording secretary and assist the Superintendent, as needed, in the absence of the Executive Assistant.

REPRESENTATIVE DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the class.

- Perform a variety of duties having districtwide significance, relieving the supervisor of administrative and clerical detail
- Initiate, edit, organize, and coordinate the flow of communication, work, and activity to and from the department head's office
- Compose and type correspondence, reports, memos, presentations, and Board items from brief verbal instructions, notes, or own initiative
- Create letters, reports, and memoranda, including materials of a confidential nature
- Provide updates for the district website, as required, in accordance with general instructions
- Using independent judgment, compile, research, analyze, and organize complex information and create and maintain electronic databases and files
- Update and provide specific information on the policies and procedures of the department and district
- Assist with the preparation of contracts, leases, and other legal documents
- Screen and respond to phone calls and visitors and provide appropriate information using discretion

- Independently handle inquiries, complaints, and concerns, and resolve problems using own initiative where matters do not require the personal attention of the department head
- Record minutes of meetings and conferences and communicate effectively
- Communicate effectively within own department, district office, and school sites

SUPERVISION

Receives administrative direction and supervision from the department head.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, terms, and equipment
- Word processing, spreadsheet, database, internet/intranet, and email computer applications
- Standard recordkeeping, filing systems, and procedures
- District functions, policies, rules, and regulations
- Business office telephone techniques and etiquette
- Correct English usage, spelling, grammar, and punctuation; proofreading and editing
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Perform complex secretarial work, including independent judgment requiring accuracy and speed
- Devise or adapt office procedures to changing organizational needs
- Utilize standard office software (email, calendar, task management, word processing, graphics, presentations, spreadsheet, website, and database applications)
- Prepare clear and comprehensive reports
- Keep complex records and files
- Understand and interpret specific rules, laws, policies, and written directions, and apply them with good judgment in a variety of situations
- Effectively meet the public and employees in situations requiring tact and poise
- Compose correspondence independently
- Type at a rate of 60 words per minute from clear copy
- Work cooperatively with others
- Multitask and effectively prioritize job duties

Education and Experience:

- Graduation from high school or equivalent
- Four years of broad, varied, increasingly responsible secretarial experience, preferably for an administrator in a public education environment

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands include the ability to safely lift, carry, and push up to 25 pounds; frequently sit and stand; occasionally walk, stoop, bend, and reach overhead; and repetitively use the fingers on both hands simultaneously. The work environment requires the ability to communicate clearly and understand normal voice conversation; visual acuity sufficient to see small details in an office environment; ability to use a computer and telephone; direct contact with the public and other district staff, frequently in difficult and/or negative interpersonal situations; and frequent high volumes of work under tight deadlines without direct guidance.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License

PC approved: 12/10/80

Revised: 11/10/92

Revised: 10/14/97

Revised: 2/14/06

Revised: 9/12/13

Revised: 11/14/24