

CLASS SPECIFICATION

ADMINISTRATIVE SECRETARY

DEFINITION

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

REPRESENTATIVE DUTIES

- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Perform a variety of duties having district-wide 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 administrator's office
- Independently handle inquiries, complaints, concerns, and resolve problems on his/her own initiative where matters do not require the personal attention of the administrator
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Perform a wide variety of secretarial work, including typing/word processing, proofreading, spreadsheets, filing, and distribution of correspondence/mail
- Compose and type correspondence, reports, memos, presentations, newsletters/flyers, and Board items from brief verbal instructions, notes, or own initiative
- Using independent judgment, compile, research, analyze, and organize complex information and create and maintain electronic databases and files
- Arrange meetings, appointments, room set-ups; maintain multiple calendars
- Research, analyze, interpret, and keep current the department's Board Policies, Administrative Regulations, laws, and directives as appropriate
- Work with department and district staff to maintain digital and/or electronic content for the district website and other various digital platforms and programs
- Update and provide specific information on the policies and procedures of the department and district
- Record minutes of meetings and conferences and communicate effectively
- Communicate effectively within own department, district office, and with school sites
- Welcome and receive visitors
- Collaborate with staff and parents regarding student data, instructional minutes, professional development, parent workshops, and/or documentation for compliance with district requirements; follow district protocols for improving student attendance (SARB)
- Maintain and submit accurate staff attendance records for payroll purposes
- Prepare and submit staff incident/accident reports
- Enter purchase requisitions for department supplies and equipment according to county protocol
- Submit and/or process work orders and district forms
- May keep inventory of district supplies and equipment

ORGANIZATIONAL RESPONSIBILITIES

The Administrative Secretary position is under the direct supervision of a designated district office administrator. The position may provide guidance to and/or review the work of others and assist in their training.

QUALIFICATION STANDARDS

To perform this job successfully, an individual must possess:

Knowledge of:

- Modern office methods, procedures, terms, and equipment
- Word processing, spreadsheet, database, internet/intranet, and email computer applications
- Standard record keeping, 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 (e-mail, calendar, task management, word processing, graphic, presentation, spreadsheet, and database applications)
- Utilize web-based technologies
- 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 minutes 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

Safely lift, carry, push up to 25 pounds; frequently sit and stand; occasionally walk, stoop, bend, and reach overhead; repetitively use fingers on both hands simultaneously. Communicate clearly and be able to understand normal voice conversation; have visual acuity sufficient to see small details in an office environment. Use a computer and telephone; frequently work with high volumes and tight deadlines without direct guidance from the administrator. Have direct contact with the public and other district staff, frequently in difficult and/or negative interpersonal situations; negative interaction resulting from these contacts can result in stressful situations.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License

Approved: August 20, 2020