

CYPRESS SCHOOL DISTRICT
Cypress, California 90630

CLASS SPECIFICATION

ADMINISTRATIVE SPECIALIST

DEFINITION

Under the general direction of an administrator, perform a variety of clerical duties relative to department operations for the district; provide information and assistance to staff, parents, and the public; and perform other related duties as assigned.

REPRESENTATIVE DUTIES

Using appropriate judgment and discretion, maintaining a high degree of confidentiality, the Administrative Specialist may assist with the following duties involving all aspects of the school district, requesting assistance when needed:

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- Perform a variety of clerical work, including typing/word processing, inputting and analyzing databases, proofreading, scanning, filing, and distributing correspondence/mail
- May enter purchase requisitions for supplies and equipment according to county protocol
- Order and maintain supplies
- Assist with print requests, and other district forms
- Research and create correspondence, reports, and newsletters/flyers from brief verbal instructions, notes, or own initiative
- May arrange meetings and appointments
- May receive money, write receipts, and prepare cash transmittals
- May assist with staff attendance records for payroll purposes

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Modern office practices and procedures, including phone etiquette, filing, and the preparation of business correspondence
- Microsoft Office Suite
- Google Suite
- The operation of a variety of office equipment, including computer functions and programs
- Proper English usage, spelling, grammar, and punctuation

- Mathematical calculation
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Communicate clearly and effectively, orally and in writing
- Understand and carry out oral and written directions
- Establish and maintain effective and cooperative relationships
- Maintain confidentiality
- Plan, prioritize, and coordinate multiple tasks and meet timelines
- Work independently
- Accurately type at a speed of 50 words per minute from clear, legible copy
- Make accurate mathematical calculations
- Safely operate a variety of office equipment
- Maintain regular attendance and punctuality

Experience: Two years of responsible clerical experience, or one year as an Office Assistant-Elementary School with the Cypress School District

Education: Equivalent to graduation from high school.

PHYSICAL DEMANDS, MENTAL DEMANDS, AND WORKING CONDITIONS

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks, stoops, bends, and reaches; repetitively uses fingers on both hands simultaneously. Communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment. Uses a computer and telephone; frequently works with high volumes and tight deadlines without direct guidance from the department head. Has direct contact with the public and other district staff, frequently in difficult and/or negative interpersonal situations.

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

This position classification generally performs duties in an office setting and may periodically be required to lift, push, and/or pull objects normally not to exceed 25 pounds. This classification may involve sitting for extended periods of time, as well as standing, walking, bending, twisting, stooping, and reaching in order to perform the duties of this job. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone/communication devices and personal contact. This position works at a computer for extended periods of time, requiring close vision, color vision, depth perception, and the ability to focus. The position may demand meeting deadlines with time constraints and may involve performing job duties in more than one location.

Approved: December 10, 1980

Revised: September 10, 2015

Revised: March 10, 2022