

CYPRESS SCHOOL DISTRICT
Cypress, California 90630

CLASS SPECIFICATION

DEPARTMENT SECRETARY

DEFINITION

Under the direction of a district administrator, perform a wide variety of complex and responsible secretarial, technical, and administrative duties relative to the organization and management of the department; serve as department secretary; perform public relations and communication services; work and collaborate with district and school site staff; and do other related work as assigned.

REPRESENTATIVE DUTIES

The duties listed below are intended only to illustrate 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 to this class.

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Act as department liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Perform secretarial and departmental tasks requiring significant initiative and independent judgment in the development of necessary procedures and problem resolution resulting in accurate, complete, and timely work products within rigid time schedules
- Research, compose, and create a wide variety of correspondence, reports, and presentations, including Board items, from brief verbal instructions, notes, or own initiative
- May perform a wide variety of state and federal reporting using various platforms and systems
- Arrange meetings, appointments, room setups, field trips, and buses; maintain multiple calendars
- May consult with vendors and service providers; may assist with identifying and applying for grants
- May perform a variety of dispatching duties related to student transportation; may operate a two-way radio to communicate with drivers regarding schedules, route changes, or safety concerns
- May create and review for compliance cumulative and confidential folders and student electronic files, with a high degree of accuracy, according to Board Policy; ensure proper use of and access to said student files
- May 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
- May prepare and submit staff incident/accident reports

- Work with department and district staff to maintain digital and/or electronic content for the district website and other various digital platforms and programs
- Enter district and department purchase requisitions for services, supplies, and equipment according to district protocol; including auditing open purchase orders
- Submit and/or process work orders and district forms
- May issue keys and keep an inventory of district supplies and equipment
- May receive money, write receipts, and prepare cash transmittals and other bank documentation
- Welcome and receive visitors

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 and common reports
- Microsoft Office Suite, Google Suite
- Correct English usage, spelling, grammar, and punctuation
- Mathematical calculation

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
- Actively collaborate with all departments and school sites
- Plan, prioritize, and coordinate multiple tasks and meet timelines
- Work independently
- Accurately type at a speed of 60 words per minute from clear, legible copy
- Make accurate mathematical calculations
- Safely operate a variety of office equipment
- Maintain regular attendance and punctuality

Education and Experience:

- Graduation from high school, or equivalent
- Three years of responsible clerical experience, or two years of clerical experience in a school or district office

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision. The noise level in the work environment is normally moderate. Occasional work with sharp objects (i.e. scissors) may be required.

The physical demands of this position include the ability to sit for extended periods. This position requires walking and standing as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing or pulling objects normally not to exceed 30 pounds, and may involve heavier objects up to 50 pounds with assistance. 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 and personal contact. Specific vision abilities including close vision, depth perception, and focus are required.

Approved: March 8, 2018

Revised: August 8, 2024