

CLARK COUNTY SCHOOL DISTRICT HUMAN RESOURCES DIVISION

ADMINISTRATIVE SCHOOL SECRETARY

Class Code: 0320

Job Family: Administrative/Clerical/Secretarial

Classification: Support Staff

Terms of Employment: Pay Grade 50 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction, is responsible for secretarial duties and other related office management assignments in a secondary school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Determines work priorities.
2. Supervises clerical personnel and student workers to insure timely submission of reports, records, letters, and other material.
3. Compiles regular and special reports.
4. Provides information to the public, teachers, students and other employees regarding school activities, established policies, rules and regulations.
5. Prepares payroll and time sheets for licensed, administrative, support staff and substitute personnel.
6. May be responsible for requisitioning, ordering and receipt of school supplies and equipment.
7. May receive and deposit funds, record financial transactions, audit and balance the school fund account.
8. Responsible for confidential employees (personnel) files.
9. Conforms to safety standards as prescribed.
10. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves the coordination and supervision of a variety of clerical and secretarial activities related to the operation of a secondary school office.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Good knowledge of bookkeeping procedures and principles.
2. Knowledge of district policies, regulations, procedures and ability to explain and apply them.
3. Knowledge of secretarial procedures and practices.
4. Ability to plan and organize work and set priorities.
5. Ability to interpret written and oral instructions and written regulations.
6. Ability to take independent action when required and handle unique problems.
7. Ability to maintain confidentiality of information.
8. Ability to promote public relations, and to deal tactfully and diplomatically with people.
9. Ability to work independently without immediate supervision and under pressure.
10. Ability to handle a number of tasks and assignments at one time.
11. Ability to work flexible hours or shifts.
12. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. Three (3) years of secretarial/clerical experience involving public contact.

Licenses and Certifications:

1. Verified keyboarding/typing score of 45 words per minute net.

Preferred Qualifications:

1. Verified dictation score of 80 words per minute.
2. Possess physical and mental stamina commensurate with the responsibilities of the position.
3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.);
2. Verified keyboarding/typing score of 45 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities-schools and department offices.

WORK ENVIRONMENT:

Strength: Sedentary/Light - Exert force to 25 lbs. occasionally, or negligible amount of force frequently to lift, carry, push, pull, or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials and a VDT screens or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities and exposure to moderate noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers and printers, typewriters, copy machines, calculators/adding machines, fax machines, telephones, filing cabinets/office equipment, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.