

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

ADMINISTRATIVE SECRETARY II

Class Code: 0250

Job Family: Administrative/Clerical/Secretarial

Classification: Support Staff

Terms of Employment: Pay Grade 52 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction, provides administrative secretarial assistance and management support requiring a high degree of concentration and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Plans, implements, organizes and supervises secretarial/clerical work for related assistant superintendent/divisional offices.
2. Prepares reports and compiles agenda items for board meetings.
3. May serve as liaison to departmental secretaries to provide supervision, direction, and coordination for a smooth flow of information and delivery of services, and to ensure that procedures are implemented.
4. Recommends changes for efficiency.
5. Researches, compiles, and analyzes data from a variety of sources for inclusion in technical reports.
6. Performs independent research, prepares, and summarizes information for special projects, as assigned.
7. Provides administrative support by researching questions, obtaining information, coordinating and disseminating information and following up on the progress and status of projects.
8. Obtains and relays information from visitors on their needs, and when necessary, refers to appropriate administrative staff.
9. Interprets rules, regulations, policies, and procedures to employees and the general public as related to division.
10. Gives explicit or general directions and routes correspondence to board members, administrators, and support staff.
11. Attends meetings and conferences and takes notes.
12. Prepares complex reports on own initiative or as directed.
13. Executes assignments of administrative detail.
14. May Supervise and provide input for the evaluation of assigned support staff.
15. May take notes and/or transcribe recorded dictation.
16. Conforms to safety standards as prescribed.
17. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished as being the second level in the administrative secretarial series, responsible to assistant regional superintendents. They are responsible for complex secretarial duties pertaining to important documents and confidential information within related assistant superintendent/divisional offices. Work is often accomplished by requiring the assistance provided by other secretarial/clerical staff, as appropriate.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of school district operations in relation to division/department operations.
2. Knowledge of the requirements of the Open Meeting Law.
3. Knowledge of secretarial practices, business machines, office management, and record keeping/accounting.

10/30/90

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4. Knowledge of personal computers and software applications, which includes word-processing, databases, spreadsheets, and presentations.
5. Knowledge of school district budget and payroll systems.
6. Ability to plan, organize, and set priorities on work and to work independently without immediate supervision.
7. Ability to keep information confidential and maintain an ethical attitude.
8. Ability to gain cooperation and conformance without authority.
9. Ability to interpret, explain, and apply written and oral instructions, procedures, and regulations.
10. Ability to supervise and evaluate subordinates.
11. Ability to do editorial checking for spelling, punctuation, and grammar.
12. Ability to use discretion and make sound judgments.
13. Ability to determine procedures for handling unique problems.
14. Ability to meet predetermined deadlines and flexible in shifting to new tasks when priorities change.
15. Ability to promote public relations and to deal tactfully and diplomatically with people.
16. Ability to concentrate on accuracy of details.
17. Ability to work flexible hours or shifts.
18. Judgment as to when to act independently and when to refer situations to administrator.
19. Ability to cooperate with management, staff, outside agencies, and the public.
20. 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. Four (4) years of secretarial/clerical experience with public contacts.
3. Verified keyboarding/typing score of 50 words per minute net.

Licenses and Certifications:

None Specified

Preferred Qualifications:

1. Ability to take dictation (i.e., shorthand, speedwriting, stenography, Dictaphone, etc.) at the rate of 80 words per minute and /or transcription of recordings at an equivalent rate.
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 50 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.