

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

ADMINISTRATIVE SECRETARY IV (Secretary to the Superintendent)

Class Code: 0252

Job Family: Administrative/Clerical/Secretarial

Classification: Support Staff

Terms of Employment: Pay Grade 57 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under administrative review, is responsible for initiating and coordinating the clerical and secretarial functions required in effective implementation of administrative policies of the superintendent's office. Provides administrative assistance and management support requiring a high degree of awareness, tact, creativity, and initiative in directing or completing projects and resolving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Responsible for managing internal operations of the superintendent's office.
2. Plans, organizes, implements, and supervises secretarial/clerical work for the superintendent.
3. Responsible for preparation of reports and compilation of agenda items for board meetings.
4. Responsible for compiling agenda items and appropriate backup information for submittal.
5. Provides leadership, supervision, direction, and daily oversight to department staff for a smooth flow of information and delivery of services, and to ensure that procedures are implemented.
6. Compiles data based on research techniques and on statistical compilations involving an understanding of operation unit programs, policies, and procedures.
7. Researches, compiles, and analyzes data from a variety of sources.
8. Establishes procedures that implement operational policies.
9. Independently drafts financial, statistical, narrative, and/or reports as requested.
10. Performs independent research, prepares, and summarizes information for special projects, as assigned.
11. Responsible for auditing payroll variances for accuracy and monitoring budgets to provide assistance.
12. Provides administrative support by researching questions, obtaining information, coordinating and disseminating information, and following up on the progress and status of projects.
13. Arranges, participates in, and implements conferences and committee meetings, as directed.
14. Demonstrates authority and ability to resolve issues at the lowest level.
15. Frequent contact with the public and employees at all levels, which requires that information be obtained and relayed to visitors on their needs, and when necessary, refers to appropriate administrative staff.
16. Interprets rules, regulations, policies, and procedures to employees and the general public.
17. Gives explicit or general directions and routes correspondence to board members, administrators, and support staff.
18. Utilizes advanced microcomputer software skills to prepare correspondence, complex reports, charts, tables and forms; prepares, maintains, and provides statistical information; may be required to write/create memos, correspondence, or reports, as directed.
19. Reviews materials for administrative approval for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and ensures proper approvals have been obtained.
20. Attends meetings and provides agenda and minute support (dictation/notes/transcription).
21. Provides input for the evaluation of assigned support staff.
22. Conforms to safety standards as prescribed.
23. Performs other tasks related to the position as assigned.

12/10/02

Revised: (07/15/05; 01/08/06; 06/12/07; 10/28/08)

DISTINGUISHING CHARACTERISTICS:

This class is distinguished as being the top level in the administrative secretarial series. The Administrative Secretary is responsible for complex secretarial duties, managing confidential information, and providing direction and leadership to secretaries and other staff within the superintendent's office. Work is accomplished by directing and/or requiring the assistance of other secretarial/clerical staff. The scope and complexity of this position is such that it deals with diverse matters, which require an extensive knowledge of CCSD and the superintendent's role in carrying out his duties.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of school district operations.
2. Knowledge of the requirements of the Open Meeting Law.
3. Knowledge of secretarial practices, business machines, office management, and record keeping/accounting.
4. Knowledge of school district budget and payroll systems.
5. Extensive knowledge of personal computers and software applications, which includes word-processing, databases, spreadsheets, and presentations.
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 subordinates.
11. Ability to possess strong writing skills and do editorial checking for spelling, punctuation, and grammar.
12. Ability to use discretion and make sound judgments.
13. Ability to demonstrate leadership skills.
14. Ability to demonstrate strong communication skills.
15. Ability to determine procedures for handling unique problems.
16. Ability to meet predetermined deadlines and flexibility in shifting to new tasks when priorities change.
17. Ability to promote public relations and to deal tactfully and diplomatically with people.
18. Ability to concentrate on accuracy of details.
19. Ability to work flexible hours or shifts.
20. Judgment as to when to act independently and when to refer situations to administrator.
21. Ability to cooperate with management, staff, outside agencies, and the public.
22. 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. Six (6) years of secretarial/clerical experience with extensive public contacts. (Three (3) years must have included supervision of projects and/or staff, organization, coordination, and performance of duties at a responsible level).
3. Verified keyboarding/typing score of 60 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.

12/10/02

Revised: (07/15/05; 01/08/06; 06/12/07; 10/28/08)

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 60 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 with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud and occasional to frequent time periods.

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.