

Executive Assistant to the Chief Human Resources Officer (Administrative Secretary IV)

Position Details

Class Code: 0257

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative review, provides support to the Chief Human Resources Officer (CHRO) and the Human Resources Division (HRD). This position is responsible for initiating and coordinating the clerical as well as secretarial functions required for the effective implementation of administrative policies of the HRD. This position provides executive-level administrative assistance and management support requiring a high degree of awareness, tact, creativity, and initiative in directing or completing projects as well as 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 for the HRD.
2. Plans, organizes, implements, and supervises secretarial/clerical work for the CHRO.
3. Responsible for preparing reports and compiling agenda items as well as appropriate backup information for submittal to the CHRO, as requested;

responsible for submission of Executive Cabinet meeting agenda and Board of School Trustees request responses, as directed.

4. Provides leadership, supervision, direction, and daily oversight to department staff for a smooth flow of information as well as delivery of services, and ensure that procedures are implemented.
5. Compiles data based on research techniques and on statistical compilations involving an understanding of operation unit programs, policies, and procedures.
6. Researches, compiles, and analyzes data from a variety of sources.
7. Performs independent research, prepares, and summarizes information for special projects, as assigned.
8. Establishes procedures that implement operational policies.
9. Independently drafts financial, statistical, and narrative reports, as requested.
10. Independently researches, prepares, and summarizes information for special projects, as assigned.
11. Responsible for auditing payroll variances for accuracy, approving level one (1) requests, as required, and monitoring budgets to provide assistance; coordinates with proper departments on questions of staff pertaining to payroll and assists in resolving concerns.
12. Assists the CHRO in daily contact with the community to assist in response for information.
13. Responsible for maintaining, monitoring, and tracking the CHRO's projects and assignments, to ensure completion in a timely manner.
14. Coordinates, maintains, and facilitates the CHRO's calendar, which consistently changes due to time demands, events, and requirements.
15. Provides administrative support by researching questions, obtaining information, coordinating and disseminating information, and following up on the progress and status of projects.
16. Arranges, participates in, and implements conferences and committee meetings, as directed.
17. Demonstrates authority and ability to resolve issues at the lowest level.
18. Frequent contact with the public and employees at all levels; Obtains and relays information requested by visitors; Refers visitors to appropriate administrative staff when necessary.
19. Maintains frequent contact with the public and CCSD employees at all levels and refers to appropriate administrative staff, when necessary.
20. Interprets rules, regulations, policies, and procedures to employees as well as the public.
21. Gives explicit instructions or provides general communication as well as routes correspondence to the Board, administrators, and other CCSD staff.

22. Utilizes advanced computer 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.
 23. Reviews materials for typographical/grammatical accuracy, format, along with conformance with procedures, internal consistency, and proper approvals.
 24. Attends meetings and provides agenda along with minute support (dictation/notes/transcription).
 25. Conforms to safety standards, as prescribed.
 26. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

This class is distinguished as being the top-level in the administrative secretarial series. The Administrative Secretary IV is responsible for complex secretarial duties, managing confidential information, and providing direction and leadership to secretaries and other staff within the Human Resources Division. Work is accomplished by working independently, directing other secretarial/clerical staff, and requiring the assistance of administrators to adhere to the directives of the CHRO to fulfill the goals of CCSD. The scope and complexity of this position is such that it deals with diverse matters, which require an extensive knowledge of CCSD and the CHRO's role in carrying out their duties.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CCSD operations.
2. Knowledge of secretarial practices, business machines, office management, and record keeping/accounting.
3. Knowledge of CCSD budget and payroll systems.
4. Extensive knowledge of personal computers and software applications, including word-processing, databases, spreadsheets, and presentations.
5. Ability to plan, organize, prioritize, and work independently without immediate supervision.
6. Ability to keep information confidential and maintain an ethical attitude.
7. Ability to gain cooperation and conformance without authority.
8. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.

9. Ability to demonstrate strong writing skills and perform editorial checking for spelling, punctuation, and grammar.
 10. Ability to use discretion and make sound judgments.
 11. Ability to demonstrate strong leadership and communication skills.
 12. Ability to determine procedures for handling unique problems.
 13. Ability to meet predetermined deadlines and be flexible in shifting to new tasks when priorities change.
 14. Ability to promote public relations and deal tactfully as well as diplomatically with people.
 15. Ability to concentrate on accuracy of details.
 16. Ability to work flexible hours or shifts.
 17. Ability to judge when to act independently and when to refer situations to an administrator.
 18. Ability to cooperate with management, staff, outside agencies, and the public.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Five (5) 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.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD - HRD and department offices.

Work Environment

Strength:

Sedentary/light - exert force up to 25 lbs., occasionally.

Physical Demand:

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions:

Climate-controlled office setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards:

Furniture, office equipment, communicable diseases, chemicals and fumes (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

Computers, printers, copy machines, telephones, filing cabinets/office equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 08/22/23