

# Executive Assistant to the Chief Academic Officer (Administrative Secretary IV)

## Position Details

Class Code: 0259

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, initiates and coordinates the clerical/secretarial functions required to effectively implement administrative policies of the Clark County School District (CCSD) Academic Unit. Provides administrative assistance and management support requiring a high degree of awareness, tact, creativity, and initiative in directing or completing projects and resolving problems.

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## Essential Duties and Responsibilities

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

1. Responsible for managing internal operations of the Academic Unit, including offices for the Chief Academic Officer and assigned division Assistant Superintendents.
2. Plans, organizes, implements, and supervises secretarial/clerical work for the Chief Academic Officer, assigned division Assistant Superintendents, and unit/division/department faculty and staff.

3. Prepares reports and compiles board agenda items for the Clark County School District Board of School Trustees meetings.
4. Compiles agenda items and appropriate backup information for submission to the Superintendent, Deputy Superintendent, Chief Academic Officer, and assigned division Assistant Superintendents, as requested.
5. Provides leadership, supervision, direction, and daily oversight to the Chief Academic Officer, assigned division Assistant Superintendents, and department faculty and staff; and ensures smooth flow of information, delivery of services, and implementation of procedures for Unit faculty and staff.
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. Responsible for auditing payroll variances for accuracy and monitoring budgets to provide assistance.
9. Provides administrative support by researching questions, obtaining and disseminating information, and following up on the status of projects.
10. Demonstrates authority and ability to resolve issues at the lowest level.
11. Frequent contact with the public and employees at all levels, requiring that information be obtained and relayed to visitors based on their needs; refer visitors to appropriate administrative staff, when necessary.
12. Interprets rules, regulations, policies, and procedures to employees and the public.
13. Gives explicit or general directions; routes correspondence to the Trustees, administrators, and support professionals.
14. Utilizes advanced microcomputer software skills to prepare correspondence, complex reports, charts, tables, and forms; prepares, maintains, and provides statistical information; composes memos, correspondence, or reports, as directed.
15. Reviews materials for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and proper approvals.
16. Attends meetings and provides agenda and minute support (dictation, notes, transcription).
17. Provides input for the evaluation of assigned support professionals.
18. Gathers backup documentation and processes travel reimbursements according to regulations, mileage claims, etc.
19. Responsible for PaymentNet and Systems, Applications, and Products (SAP) to ensure timely approval of transactions.

20. Coordinates, maintains, and facilitates the calendar for the Chief Academic Officer by prioritizing events, requests, and updates as necessary to ensure all items are addressed within the appropriate timelines.
  21. Responsible for maintaining and securing confidential personnel files.
  22. Gathers, reviews, edits, and maintains agenda items to ensure compliance with the Nevada Open Meeting Law (OML) and CCSD guidelines.
  23. Tracks and monitors legislative updates/bills and ensures Academic Unit and division compliance.
  24. Develops, gathers, and reviews Trustees monthly Board Bulletin submittals.
  25. Reviews, prepares, and reconciles the budget accounts for the Academic Unit, including assigned division/department offices, and financial/statistical documents for accuracy and completion.
  26. Manages and establishes the process of the adoption, amendment, and repeal of districtwide policies and regulations in compliance with the Nevada Revised Statutes.
  27. Composes and creates memoranda correspondence, and/or reports, as directed.
  28. Generates and oversees contracts and memorandum of agreements reviewed by the Office of the General Counsel for approval by the Board and Purchasing Departments.
  29. Responsible for maintaining, monitoring, and tracking projects and assignments for the Chief Academic Officer, including documents such as talking points, calendar of activities, and updates to ensure completion in a timely manner.
  30. Oversees all public requests received by the Academic Unit and gathers the necessary information requested, meeting all deadlines.
  31. Manages and oversees all aspects of the CCF-386 Core and Supplemental Instructional Materials approval process for the CCSD.
  32. Conforms to safety standards, as prescribed.
  33. 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/leadership to secretaries and other staff within the Academic Unit. Work is often 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 requiring an extensive knowledge of the Academic Unit's areas of responsibility.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of CCSD operations in relation to central office, regions, and divisions.
  2. Knowledge of OML requirements.
  3. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting.
  4. Knowledge of CCSD budget and payroll systems.
  5. Extensive knowledge of personal computers (PCs) and software applications, including word processing, databases, spreadsheets, and presentations.
  6. Ability to plan, organize, and prioritize work; ability 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. Possess 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; flexible in shifting to new tasks when priorities change.
  14. Ability to promote public relations and deal tactfully/diplomatically with people.
  15. Ability to concentrate on the 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 work cooperatively 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 (General Education Development (GED), foreign equivalency, etc.)

2. Five (5) years of secretarial/clerical experience with extensive public contact.

## **Licenses and Certifications**

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

## **Preferred Qualifications**

Ability to take dictation (shorthand, speedwriting, stenography, Dictaphone, etc.) and transcribe recordings at the rate of 80 words per minute.

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## **Document(s) Required at Time of Application**

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

CCSD facilities and department offices

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## **Work Environment**

### **Strength**

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

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, 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 to 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 to moderate 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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

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

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## **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: 09/08/23