

Executive Assistant to the Chief of Health and Student Services (Administrative Secretary IV)

Position Details

Class Code: 0260

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 supervision, initiates and coordinates the clerical/secretarial functions required to effectively implement administrative policies of the Clark County School District (CCSD) Student Services Division (SSD). 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 SSD, and divisional offices, including assigned SSD schools and programs.
2. Plans, organizes, implements, and supervises secretarial/clerical work for the Chief of Health and Student Services and unit/division/department faculty and staff.
3. Supports special schools and early childhood centers; inputs incident reports, manages required documents, monitors for completion of required responses to CCSD programs, processes, and initiatives.

4. Prepares reports and compiles board agenda items for the Clark County School District Board of School Trustee meetings.
5. Compiles agenda items and appropriate backup information for submittal to the Superintendent, Deputy Superintendent, Chief of Health and Student Services, and assigned division directors, as requested.
6. Provides leadership, supervision, direction, and daily oversight to Chief of Health and Student Services, assigned SSD School/Programs, and department faculty and staff; and ensures smooth flow of information, delivery of services, and implementation of procedures for division faculty and staff.
7. Compiles data based on research techniques and on statistical compilations involving an understanding of operation unit programs, policies, and procedures.
8. Researches, compiles, and analyzes data from a variety of sources.
9. Establishes procedures that implement operational practices.
10. Independently drafts statistical and narrative reports, as requested.
11. Performs independent research; prepares and summarizes information for special projects, as assigned.
12. Responsible for auditing payroll for accuracy and approving level one (1) requests as required; coordinates with departmental staff on questions pertaining to payroll and assists in resolving concerns.
13. Responsible for monitoring budgets to provide assistance to Chief of Health and Student Services and divisional departments.
14. Provides administrative support by researching questions, obtaining and disseminating information, and following up on the progress and status of projects.
15. Arranges, participates in, and implements conferences and committee meetings, as directed.
16. Demonstrates authority and ability to resolve issues at the lowest level.
17. 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.
18. Receives complaints, questions, and requests from parents/guardians and public, in addition to working with stakeholders to develop a resolution.
19. Monitors the CCSD Let's Talk platform to ensure questions are fielded appropriately and a response is provided in a timely manner.
20. Interprets rules, regulations, policies, and procedures to employees and the public.
21. Gives explicit and general instructions; routes correspondence to the Board, administrators, and support professionals.

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 administrative approval for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and ensures proper approvals have been obtained.
24. Attends meetings and provides agenda and minute support (dictation/notes/transcription).
25. Creates, edits, and revises division Board items.
26. Edits, revises, and reviews contracts being submitted for Board review; works with division departments, the Office of General Council, and the Office of the Deputy Superintendent to ensure Board-ready documents.
27. Provides input for the evaluation of assigned support professionals.
28. Gathers backup documentation and processes travel reimbursements according to regulations, mileage claims, etc.
29. Manages PaymentNet, and Systems, Applications, and Products (SAP) to ensure timely approval of transactions.
30. Coordinates, maintains, facilitates the calendar for the Chief of Health and Student Services by prioritizing events, requests, and updates as necessary to ensure all items are addressed within the appropriate timelines.
31. Maintains and secures confidential personnel files.
32. Gathers, reviews, edits, and maintains agenda items to ensure compliance with the Nevada Open Meeting Law (OML) and CCSD guidelines.
33. Tracks and monitors legislative updates/bills and ensure SSD and division compliance.
34. Develops, gathers, and reviews Trustees monthly Board Bulletin submittals.
35. Reviews, prepares, and submits budget requests for the SSD.
36. Reviews, prepares, and reconciles the budget accounts for the SSD, including assigned division/department offices, and financial/statistical documents for accuracy and completion.
37. Manages and establishes the process of the adoption, amendment, and repeal of districtwide policies and regulations in compliance with the Nevada Revised Statutes.
38. Composes and creates memoranda correspondence, and/or reports, as directed.
39. Generates and oversees contracts and memorandum of agreements reviewed by the Office of the General Counsel for approval by the Board and Purchasing Departments.

40. Maintains, monitors and tracks projects and assignments for the Chief of Health and Student Services, including documents such as talking points, calendar of activities, and updates to ensure completion in a timely manner.
 41. Oversees all public requests received by the SSD and gather the necessary information requested, meeting all deadlines.
 42. Receives, reviews and follows up with the Office of Compliance and Monitoring for physical, mechanical and aversive restraints complaints from the State of Nevada.
 43. Delivers professional learning sessions for division support professionals on standards, processes, customer service and data collection.
 44. Offers oversight of extended school year support staff.
 45. Tracks grants and verification of grant funds being used.
 46. Conforms to safety standards, as prescribed.
 47. Performs other duties 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 SSD. 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 CCSD and the Chief of Health and Student Service's role in carrying out his/her duties.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CCSD operations in relation to central office, Regions, special schools and divisions.
2. Knowledge of OML requirements.
3. Knowledge of secretarial practices, business machines, office management, and record keeping/accounting.
4. Knowledge of CCSD budget and payroll systems.
5. Extensive knowledge of personal computers (PCs) 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 verbal instructions, procedures, and regulations.
 10. Ability to possess strong writing skills and do editorial checking for spelling, punctuation, and grammar.
 11. Ability to use discretion and make sound judgments.
 12. Ability to demonstrate leadership skills.
 13. Ability to demonstrate strong communication skills.
 14. Ability to determine procedures for handling unique problems.
 15. Ability to meet predetermined deadlines and flexibility in shifting to new tasks when priorities change.
 16. Ability to promote public relations and to deal tactfully and diplomatically with people.
 17. Ability to concentrate on accuracy of details.
 18. Ability to work flexible hours or shifts.
 19. Judgment as to when to act independently and when to refer situations to administrator.
 20. Ability to cooperate with management, staff, outside agencies, and the public.
 21. Ability to recognize and report hazards and apply safe work methods.
 22. 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 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

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

Document(s) Required at Time of Application

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

CCSD facilities – schools 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, repetitive fine motor activities, climbing, and balancing. 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

Various 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: 09/12/23