

**CLARK COUNTY SCHOOL DISTRICT**

**CLASS TITLE: ADMINISTRATIVE SCHOOL SECRETARY**

**Class Code: 0320  
Grade: 50**

**CLASS DEFINITION AND SUMMARY:**

Under general direction, is responsible for secretarial duties and other related office management assignments in a secondary school.

**ESSENTIAL TASKS OF THE POSITION:** (Illustrative, not inclusive)

Determines work priorities.

Supervises clerical personnel and student workers to insure timely submission of reports, records, letters and other material.

Compiles regular and special reports.

Provides information to the public, teachers, students and other employees regarding school activities, established policies, rules and regulations.

Prepares payroll and time sheets for licensed, administrative, support staff and substitute personnel.

May be responsible for requisitioning, ordering and receipt of school supplies and equipment.

May receive and deposit funds, record financial transactions, audit and balance the school fund account.

Responsible for confidential employee (personnel) files.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Involves the coordination and supervision of a variety of clerical and secretarial activities related to the operation of a secondary school office.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of bookkeeping procedures and principles.

Knowledge of district policies, regulations, procedures and ability to explain and apply them.

Knowledge of secretarial procedures and practices.

Ability to plan and organize work and set priorities.

Ability to interpret written and oral instructions and written regulations.

Ability to take independent action when required and handle unique problems.

Ability to maintain confidentiality of information.

Ability to promote public relations, and to deal tactfully and diplomatically with people.

Ability to work independently without immediate supervision and under pressure.

Ability to handle a number of tasks and assignments at one time.

Ability to work flexible hours or shifts.

Ability to recognize and report hazards and apply safe work methods.

**QUALIFICATIONS:**

**TRAINING AND EXPERIENCE:**

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).

Three (3) years of secretarial/clerical experience involving public contact.

Verified keyboarding/typing score of 45 words per minute net.

**LICENSES AND CERTIFICATES:**

None.

**PREFERRED QUALIFICATIONS:**

Verified dictation score of 80 words per minute net.

**QUALIFICATIONS:** (continued)

**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 45 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.

**Strength:** Sedentary/light - exert force to 10 lbs. occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to read printed materials, 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 to loud and occasional to frequent time periods.

**EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:**

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

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. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

10/01/85

Revised: (10/21/92; 04/17/98; 10/20/00; 07/15/05)