

# Office Supervisor

## Position Details

Class Code: 0206

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under general direction, plans, organizes, directs, and reviews clerical activities required to support a department or select schools (such as franchise schools) as approved by the Human Resources Division (HRD).

---

## Essential Duties and Responsibilities

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

1. Plans, organizes, and prioritizes work; works independently with minimal supervision.
2. Organizes and supervises the maintenance of complex records/files.
3. Prepares complex reports on own initiative or as directed.
4. Suggests and initiates decisions to improve workflow, modify clerical procedures, or provide in-service trainings for clerical staff.
5. Promotes public relations and deals tactfully/diplomatically with people.
6. Determines procedures for handling unique problems.
7. Interprets, explains, and applies written/verbal instructions, procedures, and regulations to clerical/administrative staff, as directed.
8. Prepares correspondence, responds to requests, and completes forms.
9. Develops procedures for obtaining information from employees, records, or observation.

10. Responds to inquiries and disseminates information, electronically and in-person, to school personnel and the public.
  11. Prepares travel arrangements/reimbursements and agenda items for the Clark County School District Board of Trustees.
  12. Plans and monitors clerical work to ensure prompt submission of reports, studies, letters, tabulations, and other office materials.
  13. Assists in preparing/reviewing departmental, school, and special program budgets.
  14. Maintains financial records involving Clark County School District expenditures on budgeted accounts.
  15. Supervises, receives, and deposits funds, records financial transactions, and audits/balances the school-fun accounts.
  16. Serves as the primary contact point for requisitions preparation and office supplies/equipment, time sheets, office mail distribution, and key control records.
  17. Oversees office document review process, including editing for grammar and clarity.
  18. Conforms to safety standards, as prescribed.
  19. Performs other tasks related to the position, as assigned.
- 

## **Distinguishing Characteristics**

Involves complex clerical tasks requiring substantial judgment/analytical ability and the coordination/supervision of secretarial activities related to the operation of departments or schools.

---

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

1. Knowledge of District policies, regulations, and procedures; ability to explain and apply District policies, regulations, and procedures.
2. Knowledge of bookkeeping procedures and practices.
3. Knowledge of District operations in relation to unit/division/department and school operations.
4. Knowledge of business machines, office equipment, and recordkeeping/accounting.
5. Ability to promote public relations and deal tactfully/diplomatically with people in a variety of circumstances.

6. Ability to plan, supervise, and coordinate work; provides organizational guidance to others.
  7. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks when priorities change.
  8. Ability to keep information confidential and maintain an ethical attitude.
  9. Ability to perform editorial checking for spelling, punctuation, and grammar.
  10. Ability to edit documents for clarity and accuracy.
  11. Ability to concentrate on accuracy of details.
  12. Ability to determine procedures for handling unique problems.
  13. Ability to recognize and report hazards and apply safe work methods.
  14. Ability to judge when to act independently and when to refer situations to a supervisor.
  15. Possess physical and mental stamina commensurate with the responsibilities of the position.
- 

## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Three (3) years of secretarial/clerical experience.

### **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**

District facilities, schools, and department offices.

---

## **Work Environment**

### **Strength**

Sedentary/medium - exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., 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 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).

---

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

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, filing cabinets/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**

- Revised: 06/08/23
- Created: 07/14/93