

Secretary II

Position Details

Class Code: 0220

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, performs routine and detailed secretarial tasks.

Essential Duties and Responsibilities

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

1. Obtains and relays information from visitors based on their needs.
 2. Schedules appointments, meetings, and conferences.
 3. Prepares letters and reports in conformance with given principles of style.
 4. Plans and organizes work; works independently with minimal supervision.
 5. Performs various secretarial tasks, including recordkeeping and operating business machines.
 6. Conforms to safety standards, as prescribed.
 7. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves secretarial tasks requiring minimal independent judgment.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of secretarial practices, office machines, and recordkeeping.
 2. Willingness to perform simple, routine tasks.
 3. Ability to interpret, apply, and explain verbal/written instructions.
 4. Ability to plan, organize, and prioritize work.
 5. Ability to work independently with minimal supervision.
 6. Ability to keep information confidential and maintain an ethical attitude.
 7. Ability to apply basic grammatical rules.
 8. Ability to work under pressure and meet short deadlines.
 9. Ability to learn and apply procedures.
 10. Ability to work flexible hours or shifts.
 11. Ability to recognize and report hazards and apply safe work methods.
 12. 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 Education Development (GED), foreign equivalency, etc.)
2. Two (2) years of secretarial/clerical experience.

Licenses and Certifications

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

Preferred Qualifications

Verified dictation score of 80 words per minute.

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.
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Examples of Assigned Work Areas

Clark County School District facilities – schools and department offices.

Work Environment

Strength

Sedentary/light - exert force of 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: 06/09/23
- Created: 10/30/90