

Secretary III

Position Details

Class Code: 0230

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, performs complex secretarial and general accounting duties requiring substantial independent judgment.

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.
2. Interprets, explains, and applies written/verbal instructions, procedures, and regulations.
3. Obtains and relays information from visitors based on their needs. Refers visitors to appropriate administrative staff, when necessary.
4. Prepares travel arrangements/reimbursements and agenda items for the Clark County School District Board of Trustees.
5. Maintains calendar and schedules appointments, meetings, and conferences.
6. Composes, prepares, and edits confidential correspondences and complex reports.
7. Assists in preparing department and special program budgets.
8. Coordinates tasks of others based on work needs.
9. Conforms to safety standards, as prescribed.
10. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves complex secretarial duties pertaining to a highly specialized activity or large operating department.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of secretarial practices, office machines, and recordkeeping/accounting.
 2. Knowledge of District operations in relation to division/department operations.
 3. Ability to promote public relations and deal tactfully/diplomatically with people.
 4. Ability to plan, organize, and prioritize work.
 5. Ability to work independently with minimal supervision.
 6. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
 7. Ability to keep information confidential and maintain an ethical attitude.
 8. Ability to perform editorial checking for spelling, punctuation, and grammar.
 9. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks when priorities change.
 10. Ability to evaluate letters and reports for conformance with given principles of style.
 11. Ability to concentrate on accuracy of details.
 12. Ability to prepare complex reports on own initiative or as directed.
 13. Ability to work flexible hours or shifts.
 14. Ability to recognize and report hazards and apply safe work methods.
 15. Ability to judge when to act independently and when to refer situations to a supervisor.
 16. 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

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.
-

Examples of Assigned Work Areas

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