

# Secretary III - Bilingual

## Position Details

Class Code: 0231

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

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## Position Summary

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

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## 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 to address visitors' needs; refers visitors to appropriate administrative staff, when necessary.
  4. Prepares board items and travel arrangements/reimbursements.
  5. Maintains calendar; schedules appointments, meetings, and conferences.
  6. Composes, prepares, and edits confidential correspondence 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.
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## **Distinguishing Characteristics**

Involves complex secretarial duties pertaining to highly specialized activities or large operating departments.

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

1. Knowledge of secretarial practices, office machines, and recordkeeping/accounting.
  2. Knowledge of Clark County School District operations relative to assigned division/department.
  3. Ability to promote public relations and deal tactfully/diplomatically with people.
  4. Ability to plan, organize, and prioritize work; ability to work independently.
  5. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
  6. Ability to keep information confidential and maintain an ethical attitude.
  7. Ability to perform editorial checking for spelling, punctuation, and grammar.
  8. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks as priorities change.
  9. Ability to evaluate letters and reports for conformance with given principles of style.
  10. Ability to concentrate on accuracy of details.
  11. Ability to prepare complex reports on own initiative or as directed.
  12. Ability to work flexible hours/shifts.
  13. Ability to recognize/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.
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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. Three (3) years' secretarial/clerical experience.

3. Language Proficiency Test - selected candidates will demonstrate conversational proficiency in English and another language, as measured by a District-approved third-party administrator.

**NOTE:** Language(s) required are contingent upon the current position vacancy, advertisement, or assignment.

### **Licenses and Certifications**

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

### **Preferred Qualifications**

Verified dictation score of 80 words per minute.

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## **Document(s) Required at Time of Application**

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

**NOTE:** Selected candidates must upload verification of successful language proficiency test completion to their profile.

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## **Examples of Assigned Work Areas**

District facilities – schools and department offices.

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## **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.)

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

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

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## **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: 09/07/23
- Created: 10/21/14