

# Administrative Secretary I

## Position Details

Class Code: 0240

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: Pay Grade 51 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, provides administrative secretarial support requiring initiative and sound judgment.

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## Essential Duties and Responsibilities

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

1. May plan, organize, and supervise secretarial/clerical work for related regions, divisions, and unit offices.
2. May prepare reports and compile agenda items for Clark County School District Board of Trustees meetings.
3. Recommends changes for efficiency.
4. Gathers data from a variety of sources for inclusion in technical reports; performs independent research and prepares information for special projects, as assigned.
5. Provides administrative support by researching data, obtaining information, coordinating and disseminating information and following-up on the progress and status of projects.
6. Obtains and relays information from visitors on their needs and when necessary, refers to appropriate administrative secretary or administrative staff.
7. Interprets, explains, and applies written and oral instructions, procedures, and regulations within realm of responsibility.

8. Routes correspondence to the Board of Trustees office, other administrators, and support professionals.
  9. Schedules meetings for, school associate, assistant, and deputy superintendents with various groups, as assigned.
  10. Attends meetings and conferences and takes notes.
  11. Prepares reports on own initiative or as directed.
  12. Executes assignments of administrative detail, as assigned.
  13. Conforms to safety standards, as prescribed.
  14. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

This class is distinguished as being the first level in the administrative secretarial series, responsible to assistant superintendents. They are responsible for complex secretarial duties pertaining to important documents and confidential information within related regions and division offices.

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

1. Knowledge of Clark County School District operations in relation to division/department/unit operations.
2. Knowledge of secretarial practices, business machines, office management, and record keeping/accounting.
3. Knowledge of personal computers and software applications, which includes word-processing, databases, spreadsheets, and presentations.
4. Ability to plan, organize, and set priorities.
5. Ability to keep information confidential and maintain an ethical attitude.
6. Ability to interpret, explain, and apply written and oral instructions, procedures, and regulations.
7. Ability to do editorial checking for spelling, punctuation, and grammar.
8. Ability to use discretion and make sound judgments, as appropriate.
9. Ability to determine procedures for handling unique problems.
10. Ability to meet predetermined deadlines and flexible in shifting to new tasks when priorities change.
11. Ability to promote public relations and to deal tactfully and diplomatically with people.
12. Ability to concentrate on accuracy of details.

13. Ability to work flexible hours or shifts.
  14. Ability to exercise judgment as to when to act independently and when to refer situations to supervisor.
  15. Ability to cooperate with management, staff, outside agencies, and the public.
  16. Ability to recognize and report hazards and apply safe work methods.
  17. 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 Educational Development (GED), foreign equivalency, etc.).
2. Three (3) years of secretarial/clerical experience involving public contact.

### **Licenses and Certifications**

None Specified.

### **Preferred Qualifications**

Ability to take dictation (i.e., shorthand, speedwriting, stenography, Dictaphone, etc.) at the rate of 80 words per minute and /or transcription of recordings at an equivalent rate.

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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. 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.

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## **Work Environment**

### **Strength**

Sedentary/light - exert force to 25 lbs., occasionally.

## **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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 and 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**

Various computers and printers, copy machines, calculators/adding machines, fax machines, telephones, filing cabinets/office equipment, etc.

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## **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## **Job Revision Information**

- Revised: 10/08/21
- Created: 03/19/18