

Administrative Secretary II

Position Details

Class Code: 0250

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: Pay Grade 52 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provides administrative secretarial assistance and management support requiring a high degree of concentration and independent judgment.

Essential Duties and Responsibilities

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

1. Plans, implements, organizes, and supervises secretarial/clerical work for related assistant/associate superintendents and divisional/unit offices.
2. Prepares reports and compiles agenda items for Clark County School District Board of Trustees meetings.
3. May serve as liaison to departmental secretaries to provide supervision, direction, and coordination for a smooth flow of information and delivery of services, and to ensure that procedures are implemented.
4. Recommends changes for efficiency.
5. Researches, compiles, and analyzes data from a variety of sources for inclusion in technical reports.
6. Performs independent research, prepares, and summarizes information for special projects, as assigned.

7. Provides administrative support by researching questions, obtaining information, coordinating and disseminating information, and following up on the progress and status of projects.
 8. Obtains and relays information from visitors on their needs, and when necessary, refers to appropriate administrative staff.
 9. Interprets rules, regulations, policies, and procedures to employees and the public as related to division/unit.
 10. Gives explicit or general directions and routes correspondence to the Clark County Board of Trustees, administrators, and support professionals.
 11. Attends meetings and conferences and takes notes.
 12. Prepares complex reports on own initiative or as directed.
 13. Executes assignments of administrative detail.
 14. May supervise and provide input for the evaluation of assigned support professional.
 15. May take notes and/or transcribe recorded dictation.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

This class is distinguished as being the second level in the administrative secretarial series, responsible to assistant/associate superintendents. They are responsible for complex secretarial duties pertaining to important documents and confidential information within related assistant/associate superintendent divisional/unit offices. Work is often accomplished by requiring the assistance provided by other secretarial/clerical staff, as appropriate.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Clark County School District operations in relation to division/department/unit operations.
2. Knowledge of the requirements of the Open Meeting Law.
3. Knowledge of secretarial practices, business machines, office management, and record keeping/accounting.
4. Knowledge of personal computers and software applications, which includes word-processing, databases, spreadsheets, and presentations.
5. Knowledge of District budget and online absence reporting (OARS) systems.

6. Ability to plan, organize, and set priorities on work and to work independently without immediate supervision.
 7. Ability to keep information confidential and maintain an ethical attitude.
 8. Ability to gain cooperation and conformance without authority.
 9. Ability to interpret, explain, and apply written and oral instructions, procedures, and regulations.
 10. Ability to supervise and evaluate subordinates.
 11. Ability to do editorial checking for spelling, punctuation, and grammar.
 12. Ability to use discretion and make sound judgments.
 13. Ability to determine procedures for handling unique problems.
 14. Ability to meet predetermined deadlines and flexible in shifting to new tasks when priorities change.
 15. Ability to promote public relations and to deal tactfully and diplomatically with people.
 16. Ability to concentrate on accuracy of details.
 17. Ability to work flexible hours or shifts.
 18. Ability to exercise judgment as to when to act independently and when to refer situations to administrator.
 19. Ability to cooperate with management, staff, outside agencies, and the public.
 20. Ability to recognize and report hazards and apply safe work methods.
 21. 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. Four (4) years of secretarial/clerical experience with public contacts.

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.

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.

Work Environment

Strength

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

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 to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and 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 and printers, typewriters, copy machines, calculators/adding machines, fax machines, telephones, filing cabinets/office equipment, etc.

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: 10/27/08