

# Administrative Secretary III

## Position Details

Class Code: 0251

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: Pay Grade 54 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under general supervision, provides administrative assistance and management support requiring a high degree of awareness, tact, creativity, and initiative in directing or completing projects and resolving problems.

---

## Essential Duties and Responsibilities

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

1. Responsible for managing internal operations of the superintendent's regions and divisional office for the superintendent, deputy, assistant, and associate superintendents, including scheduling meetings.
2. Plans, organizes, implements, and supervises secretarial/clerical work for regions, assistant, associate, and deputy superintendents and the superintendent's office.
3. Prepares reports and compiles agenda items for the Clark County School District Board of Trustees meetings.
4. Compiles agenda items and appropriate backup information for submittal to the superintendent and Deputy Superintendents of Instruction and Operations, as requested.
5. Provides leadership, supervision, direction, and daily oversight to superintendent office, regions, and department staff for a smooth flow of information and delivery of services and to ensure that procedures are implemented.

6. Researches, compiles, and analyzes data from a variety of sources.
  7. Performs independent research, prepares, and summarizes information for special projects, as assigned.
  8. Responsible for auditing payroll variances for accuracy and monitoring budgets to provide assistance.
  9. Provides administrative support by researching questions, obtaining information, coordinating, and disseminating information, and following up on the progress and status of projects.
  10. Demonstrates authority and ability to resolve issues at the lowest level.
  11. Frequent contact with the public and employees at all levels which requires that information be obtained and relayed to visitors on their needs, and when necessary, refers to appropriate administrative staff.
  12. Interprets rules, regulations, policies, and procedures to employees and the public.
  13. Gives explicit or general directions and routes correspondence to the Clark County School District Board of School Trustees, administrators, and support professionals.
  14. Utilizes advanced microcomputer software skills to prepare correspondence, complex reports, charts, tables, and forms; prepares, maintains, and provides statistical information; may be required to write/create memos, correspondence, or reports, as directed.
  15. Reviews materials for administrative approval for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and ensures proper approvals have been obtained.
  16. Attends meetings and provides agenda and minute support (dictation/notes/transcription).
  17. Provides input for the evaluation of assigned support professionals.
  18. Conforms to safety standards, as prescribed.
  19. Performs other tasks related to the position, as assigned.
- 

## **Distinguishing Characteristics**

This class is distinguished as being one-step below the top-level in the administrative secretarial series. The Administrative Secretary III is responsible for complex secretarial duties, managing confidential information, and providing direction and leadership to secretaries and other staff within the superintendent's office, regions, and divisional related offices. Work is often accomplished by directing and/or requiring the assistance of other secretarial/clerical staff. The scope and complexity of this position is such that it deals with diverse matters, which require an extensive knowledge of the

associate/deputy superintendent/superintendent's area of responsibility.

---

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

1. Knowledge of Clark County School District operations in relation to regions/divisional 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 District budget and payroll systems.
  5. Extensive knowledge of personal computers and software applications, which includes word-processing, databases, spreadsheets, and presentations.
  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 possess strong writing skills and perform editorial checking for spelling, punctuation, and grammar.
  10. Ability to use discretion and make sound judgments.
  11. Ability to demonstrate leadership skills.
  12. Ability to demonstrate strong communication skills.
  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. Judgment as to when to act independently and when to refer situations to administrator.
  19. Ability to work cooperatively 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.
-

## Position Requirements

### Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Five (5) years of secretarial/clerical experience with extensive 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.
- 

## 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/moderate to extreme 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: 01/14/03