

# School Office Manager

## Position Details

Class Code: 0310

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, is responsible for secretarial duties and other related office management assignments in an elementary school or Prime 6 Program office.

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## Essential Duties and Responsibilities

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

1. Directs staff in preparing and maintaining attendance/enrollment records.
2. Responsible for files/records regarding rules/regulations, class schedules, cumulative records, transfers, registrations, and address cards.
3. Responsible for requisitioning, ordering, and receiving school supplies/equipment.
4. Provides information to the public, teachers, students, and other employees regarding school activities and policies.
5. Compiles reports regarding attendance, child health/welfare, damage/theft, accidents, personnel, and Parent-Teacher Association (PTA) activities.
6. Maintains financial records involving Clark County School District expenditures on budgeted accounts.
7. Receives and deposits funds, records financial transactions, and audits/balances the school-fund account.
8. Arranges for the care of ill students; administers First Aid, when necessary.

9. Conforms to safety standards, as prescribed.
  10. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Coordinates secretarial activities related to elementary school or Prime 6 Program office operations.

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

1. Knowledge of District policies and procedures; ability to explain/apply District policies and procedures.
  2. Knowledge of bookkeeping procedures and practices.
  3. Ability to interpret written and verbal instructions.
  4. Ability to maintain confidentiality of information.
  5. Ability to administer First Aid.
  6. Ability to compile reports.
  7. Ability to promote public relations and deal tactfully/diplomatically with people.
  8. Ability to gain cooperation or conformance without authority.
  9. Ability to plan, organize, and prioritize work.
  10. Ability to work independently without immediate supervision.
  11. Ability to multitask and work under pressure.
  12. Ability to work flexible hours or shifts.
  13. Ability to take independent action when required and handle unique problems.
  14. Ability to recognize/report hazards and apply safe work methods.
  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 involving public contact.

## Licenses and Certifications

1. School Banking Certificate. If certificate is not in possession at time of application or Qualified Selection Pool (QSP) request, it must be obtained within six (6) months of hire into position. Registration is required through Enterprise Learning Management System (ELMS) or by calling (702) 799-5827.
2. A valid driver's license or state-issued identification card.

## Preferred Qualifications

Current First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificates from the American Heart Association, American Red Cross, or a similar organization. Certification training must be in person and include a hands-on component. Online courses are not considered.

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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. School Banking Certificate, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

CCSD schools.

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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, copy machines, calculators, fax machines, telephones, 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: 07/13/23
- Created: 10/01/85