

Administrative School Secretary

Position Details

Class Code: 0320

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: Pay Grade 50 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, responsible for secretarial duties and other related office management assignments in a secondary school.

Essential Duties and Responsibilities

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

1. Determines work priorities.
2. Supervises clerical personnel and student workers to ensure timely submission of reports, records, letters, and other materials.
3. Compiles regular and special reports.
4. Provides information to the public, teachers, students, and other employees regarding school activities, established policies, rules, and regulations.
5. Prepares online absence reporting (OARS) and time sheets for licensed, administrative, support professionals, and substitute personnel.
6. May be responsible for requisitioning, ordering, and receipt of school supplies and equipment.
7. May receive and deposit funds, record financial transactions, audit, and balance the school fund account.
8. Responsible for confidential employee (personnel) files.
9. Conforms to safety standards, as prescribed.

10. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves the coordination and supervision of a variety of clerical and secretarial activities related to the operation of a secondary school office.

Knowledge, Skills, and Abilities (Position Expectations)

1. Good knowledge of bookkeeping procedures and principles.
 2. Knowledge of Clark County School District policies, regulations, procedures, and ability to explain and apply them.
 3. Knowledge of secretarial procedures and practices.
 4. Ability to plan and organize work and set priorities.
 5. Ability to interpret written and oral instructions and written regulations.
 6. Ability to take independent action, when required and handle unique problems.
 7. Ability to maintain confidentiality of information.
 8. Ability to promote public relations and to deal tactfully and diplomatically with people.
 9. Ability to work independently without immediate supervision and under pressure.
 10. Ability to handle a number of tasks and assignments at one time.
 11. Ability to work flexible hours or shifts.
 12. Ability to recognize and report hazards and apply safe work methods.
 13. 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

Verified dictation score of 80 words per minute.

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, 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 and online materials, 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, playground/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, 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: 09/30/21
- Created: 10/21/92