

# Office Manager

## Position Details

Class Code: 4200

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, plans, organizes, supervises, and reviews the work of departmental office staff.

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## Essential Duties and Responsibilities

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

1. Supervises and reviews all fiscal matters of the department.
2. Provides information/statistics to supervisors and administrators.
3. Responsible for supervising and monitoring the use of Strategic Planning Areas (SPAs) in the department.
4. Audits accounting procedures/reports for accuracy and notifies appropriate section of any discrepancies.
5. Responsible for most financial and budget functions of the department.
6. Assures fiscal reports comply with federal/state regulations and Clark County School District policies.
7. Prepares emergency work orders and distributes to proper section in person or by phone.
8. Monitors expenditures of all sections to identify proper funding.
9. Prepares payroll variance register for employees.
10. Monitors renewal of annual service contracts.

11. Recommends budget transfers and prepares requests for transfers.
  12. Conforms to safety standards, as prescribed.
  13. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves supervision of clerical staff and all office activities.

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

1. Knowledge of word processors, computers, and other types of office equipment.
  2. Knowledge of bookkeeping functions and practices.
  3. Ability to handle complex assignments.
  4. Ability to plan and organize work.
  5. Ability to supervise a clerical staff.
  6. Ability to work under pressure and meet deadlines.
  7. Ability to set priorities.
  8. Ability to recognize and report hazards and apply safe work methods.
  9. 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 or high-level clerical experience.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

None specified.

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## Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  3. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

District facilities, schools, and department offices.

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## Work Environment

### Strength

Sedentary/light - exert force up to 10 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 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**

Various computers, printers, typewriters, 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: 06/08/23
- Created: 07/01/84