

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 Clark County School District Regions, and divisional offices 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 District Board of Trustees meetings.
4. Compiles agenda items and appropriate backup information for submittal to the Superintendent, Deputy Superintendents, and Chief of Staff, as requested.
5. Provides leadership, supervision, direction, and daily oversight to the Superintendent's office, Regions, and department staff; ensures smooth flow of information, delivery of services, and implementation of procedures.

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/disseminating information, and following-up on the 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, requiring that information be obtained and relayed to visitors based on their needs; when necessary, refers visitors to appropriate administrative staff.
 12. Interprets rules, regulations, policies, and procedures to employees and the public.
 13. Gives explicit or general directions; routes correspondence to the Board of 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; composes memos, correspondence, or reports, as directed.
 15. Reviews materials for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and proper approvals.
 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/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 requiring an extensive knowledge of the Assistant/Associate/Deputy Superintendent/Superintendent's areas of responsibility.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations in relation to Regions/divisions.
 2. Knowledge of Open Meeting Law (OML) requirements.
 3. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting.
 4. Knowledge of District budget and payroll systems.
 5. Extensive knowledge of personal computers (PCs) and software applications, including word processing, databases, spreadsheets, and presentations.
 6. Ability to plan, organize, and prioritize work; able 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. 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 strong leadership and communication skills.
 12. Ability to determine procedures for handling unique problems.
 13. Ability to meet predetermined deadlines; flexible in shifting to new tasks when priorities change.
 14. Ability to promote public relations and deal tactfully/diplomatically with people.
 15. Ability to concentrate on accuracy of details.
 16. Ability to work flexible hours or shifts.
 17. Ability to judge when to act independently and when to refer situations to an administrator.
 18. Ability to work cooperatively with management, staff, outside agencies, and the public.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. 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 contact.

Licenses and Certifications

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

Preferred Qualifications

Ability to take dictation (i.e., shorthand, speedwriting, stenography, Dictaphone, etc.) and transcribe recordings at the rate of 80 words per minute.

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.
-

Examples of Assigned Work Areas

District facilities - schools and department offices.

Work Environment

Strength

Sedentary/light - exert force up 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 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/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

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: 06/07/23
- Created: 01/14/03