

Executive Assistant to the Deputy Superintendent (Administrative Secretary IV)

Position Details

Class Code: 0252

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative review, initiates and coordinates clerical/secretarial functions required to effectively implement administrative policies of the Office of the Deputy Superintendent. Provides administrative assistance and management support requiring high degrees of awareness, tact, creativity, and initiative in directing/completing projects and resolving problems.

Essential Duties and Responsibilities

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

1. Manages internal operations of the Office of the Deputy Superintendent.
2. Plans, organizes, implements, and supervises secretarial/clerical work for the Deputy Superintendent.
3. Prepares reports and compiles agenda items for Clark County School District Board of Trustees meetings.
4. Leads, supervises, directs, and oversees department staff to ensure smooth information flow, service delivery, and procedural implementation.

5. Compiles data based on research techniques and statistical compilations, involving an understanding of programs, policies, and procedures of the Office of the Deputy Superintendent.
 6. Researches, compiles, and analyzes data from various sources.
 7. Establishes procedures supporting operational policies.
 8. Independently drafts financial, statistical, and narrative reports, as requested.
 9. Independently researches, prepares, and summarizes information for special projects, as assigned.
 10. Audits payroll variances and monitors budgets to provide assistance.
 11. Researches questions, obtains, coordinates, and distributes information, and follows-up on project statuses/progress.
 12. Arranges, participates in, and implements conferences and committee meetings, as directed.
 13. Demonstrates authority and ability to resolve issues at the lowest level.
 14. Frequently interacts with the public and employees at all levels. Obtains and relays information requested by visitors. Refers visitors to appropriate administrative staff, when necessary.
 15. Interprets regulations, policies, and procedures to employees and the public.
 16. Routes correspondence to the Board, administrators, and District staff; gives explicit or general instructions.
 17. Utilizes advanced 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.
 18. Reviews materials for typographical/grammatical accuracy, correct formatting, procedural conformity, internal consistency, and proper approvals.
 19. Attends meetings and provides agenda/minute support (dictation/notes/transcription.)
 20. Conforms to safety standards, as prescribed.
 21. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Responsible for complex secretarial duties, managing confidential information, and leading staff within the Office of the Deputy Superintendent. Directs and requires the assistance of other secretarial/clerical staff. Deals with diverse matters requiring extensive knowledge of the District and the Deputy Superintendent's role in carrying out his/her duties.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations.
 2. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting.
 3. Knowledge of District budget and payroll systems.
 4. Extensive knowledge of personal computers and software, including word-processing, databases, spreadsheets, and presentations.
 5. Ability to plan, organize, prioritize, and work independently without immediate supervision.
 6. Ability to keep information confidential and maintain an ethical attitude.
 7. Ability to gain cooperation and conformance without authority.
 8. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
 9. Ability to demonstrate 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 and be flexible in shifting to new tasks as 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/shifts.
 17. Ability to judge when to act independently and when to refer situations to an administrator.
 18. Ability to cooperate with management, staff, outside agencies, and the public.
 19. Ability to recognize/report hazards and apply safe work methods.
 20. 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. Five (5) years' secretarial/clerical experience with extensive public contact. Three (3) years must have included project/staff supervision, organization, coordination, and performance of duties at a responsible level.

Licenses and Certifications

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

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

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

CCSD 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, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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 settings 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.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, 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: 08/29/23
- Created: 12/10/02