

# 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

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## Position Summary

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

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## 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, and substitute personnel.
6. May be responsible for requisitioning, ordering, and receiving school supplies/equipment.
7. May receive and deposit funds, record financial transactions, and audit/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 coordinating and supervising clerical/secretarial activities related to secondary school office operations.

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

1. Strong knowledge of bookkeeping procedures and principles.
  2. Knowledge of Clark County School District policies, regulations, procedures; ability to explain and apply procedures.
  3. Knowledge of secretarial procedures and practices.
  4. Ability to plan, organize, and prioritize work.
  5. Ability to interpret written and verbal instructions/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 deal tactfully/diplomatically with people.
  9. Ability to work independently, under pressure, without immediate supervision.
  10. Ability to demonstrate strong multi-tasking skills.
  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 Education Development (GED), foreign equivalency, etc.)
2. Three (3) years of secretarial/clerical experience involving public contact.

### **Licenses and Certifications**

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

## **Preferred Qualifications**

Verified dictation score of 80 words per minute.

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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 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, 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/adding machines, fax machines, telephones, filing cabinets/office 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: 06/07/23
- Created: 10/21/92